

Thornton Public Library  
Board of Trustees  
Minutes December 08, 2025

The meeting was called to order at 3:36 PM

Members in attendance: Marty Humphrey, Anita Ross, Diane Gravel - alternate - acting Trustee in Mary Beth's absence, Vivica Duffield-Library Director, Al Lewis- alternate trustee absent, Lori Harris Friends of the Library Representative

The Agenda was approved.

Minutes from November 10th were approved.

Financial Reports: Presented by Marty.

- We have a little over \$6000 unspent in the budget.
- Only one check has not cleared as of yet.
- The costs of Broadband were discussed. The Town is on Broadband and we are on Spectrum. Comparison between Spectrum and Broadband was discussed. Broadband is more expensive.
- Fuel was discussed. Current contract is least expensive option.
- Discussion on the water cooler continued from the last meeting, There are no smaller bottles available.

Directors Report: Presented by Vivica

A. Budget: The Budget for books for the public has gone a little over the budget. The budget for the school books category has gone a little under. Printing supplies have gone over due to the necessary ink for the Canon. More money has been spent for the programs offered. The water cooler cost more. However, the internet and phone has more funds available in the budget.

B. Programs:

1. There have been 12 programs offered for the year 2025. This includes the Open House on Dec. 13th. Some of the programs were shared with Campton. The attendance for the program has varied between 3-25 depending on the offered program. The most challenging program to set up was the outdoor telescope program in October. Vivica has stated that the help from The Friends of the Library group has been very appreciated.

Vivica is very grateful for all their assistance with programs, fundraising, publicity, and especially help with the Open House.

C. Collections: More was spent on public books to update our collection and patrons have appreciated the selection. The replacement of lost or damaged books, and adding books to certain series is continuing.

D. There are 47 new patrons added to our library membership this year.

E. Building and Supplies:

1. The plowing and mowing bill for this year has been received. Mowing: \$ 375.00 and \$3000 for Plowing. This was budgeted for this year.
2. Decorations for the Open House are being put up slowly and the Outdoor ones went out in November.
3. Water deliveries are skipped when possible.
4. Canon ink vs generic ink has increased costs, but keeping the printer going reliably is more important.

E. Staff:

1. The Personnel policies were reviewed in September. The discussion varied about hours open, and circulation policy, as compared to other libraries. The copier and amount of pages allowed for patrons to copy has come up in recent discussions.
2. The staff does not mind opening an hour later if the hours are changed in 2026.
3. Vivica and the staff are planning a breakfast at the Mad River Coffee House on the 16th and would like to open the library at 10 am that morning. (Discussion suggested opening the library at 10:30 am and this was stated as the approved time.) They are grateful to the Friends for the gift card donation being used for this breakfast.
4. Sandy and Vivica attended a school library conference in August.
5. Vivica expressed appreciation for the staff efforts in helping her keep the library organized and functioning.
6. The plan is to continue to look at changing the 2026 hours. Vivica and Marty will review for January 1st and share with the trustees.
7. Marty will give Vivica the vests to hand out to the staff at their breakfast

Library/School Liaison: Anita Ross -

The School Winter Concert is Thursday. December 11th. 5:30PM is the K-4 and Chorus part and 6:20 PM is The Middle School Band. The dress rehearsals at the school are at 10:15 -11 and 1:30 - 2:20.

The School Holiday Spirit Week is December 15th -19th.

The School Board Meeting is Monday, December 22nd at 5:30 PM.

Santa visits TCS on Monday, December 23nd.

K-4 Christmas Carols with Bob King is Tuesday, December 23nd

The school will be dismissed for Holiday Break at Noon on December 22nd.

Holiday Break will be Wednesday, Dec. 24th - Friday, January 2nd.

Wednesday Winter Activities begin on January 14th and end on February 11th with NO make up days.

#### Old Business:

1. There has been a purchase of 5 vests with LOGO for the staff at \$30 per vest.
2. Still waiting on a return email from the Fire Chief on meeting capacity.
3. Diane has sent Marty a link to the page for The American Revolution website. Shared the page with us.
4. Vivica stated that the Library Friends met on Nov. 19th to clean out closets and put the air conditioners in the storage shed. Reorganization of Vivica's office area is still to be done.
5. The books for Santa to hand out will be wrapped by Marty and Vivica for the Open House on Dec.13th. There will be a raffle and fundraiser as well.
6. The heater unit in the Adult Room was 20 years old. New heater Installed. The possibility of converting to a wall thermometer can be decided later. That wall thermostat can be linked with a smartphone. We will see if this saves on the fuel bill.
6. AED- is not purchased as of yet. There is a deal with the state fire for a portable or fixed one. To purchase new would be \$969. The fixed AED is \$1064 Possible Grants can be applied or can come from the savings.

A Motion was made by Marty to purchase a Fixed AED at \$1064

Diane Gravel Seconded

The Purchase of the AED passed.

7. The Policy Manual was reviewed, the update was accepted and approved

New Business:

1. Holiday Hours: Library closed December 24th and 25th
2. Open on Friday
3. New Year's Eve and New Year's Day Closed
4. Part-Time Staff will be paid on the Holiday Days off.

Announcements: None

No Public Comments.

No Non-Public Session.

The Next Meeting will be on Monday, January 12th at 3:30 PM

The Meeting Adjourned at 5:05 PM

Respectfully Submitted.

Anita Ross

Secretary

Thornton Library Trustees

**APPROVED: 1/12/2026**