

**Thornton Public Library**  
**Trustee Meeting Minutes**  
**Wednesday, March 13, 2024**

- I. The meeting was called to order at 3:37 pm. In attendance were: Diane Gravel, Chair, Marty Humphrey, and Anita Ross, Trustees; Library Director Vivica Duffield, Fran Chevalier, Alternate.
- II. The agenda was approved.
- III. Approval of minutes from previous meetings
  - A. Minutes from Feb. 14, 2024 were approved
  - B. Minutes from Jan. 10, 2024 were approved
- IV. Reports
  - A. Financial
    1. Monthly reports were reviewed.
    2. Marty will request to be placed on Selectmen's agenda to inquire about getting a credit card for the library.
    3. All materials for the audit are ready to go to Town Hall.
  - B. Library Director:
    1. Vivica gave details about participating in the school's solar eclipse program on April 8 at 2:26pm.
    2. In May Vivica is trying to arrange a talk by Daniel Heyduk on local history.
    3. Personnel - Vivica reviewed the hours being covered by Sandy and Maggie. Patrons will be asked about the hours they prefer the library be open as we may need to reduce hours due to the resignation of MaryBeth.
    4. Museum Passes - a brief discussion was held on the passes available for patrons
    5. Vivica is working on the 2023 Library Statistics for the State. If we can turn them in by the end of March we can apply for a grant for the summer program.
  - C. Library/School Liaison
    1. Anita said there are no current issues that needed discussion.
    2. ALL school doors are now locked requiring entry by buzzer.
    3. The Scholastic Book Fair will be sometime in April.
    4. A brief discussion was held on the issue of books not being returned by students.
- V. Old Business
  - A. Thus far we have received 1 application for the open Library Assistant position
    1. Hours will be increased to 25 and the hourly wage will be placed in the posting

2. Marty will calculate how many hours we budgeted for part time assistants
3. Discussion was held on how to address cleaning of the Library
  - a) All personnel will assist with dusting and daily vacuuming when it's needed. The school custodian will vacuum on Tuesday mornings for a short time period.
  - b) Cleaning of the bathroom/kitchen will need to be contracted on a monthly basis to also include deep vacuuming of floors

VI. New Business: No New Business

VII. Meeting was adjourned at 5:00pm.

Submitted by.....

Marty Humphrey

**APPROVED April 10, 2024**