

New Durham Public Library Trustees Meeting

May 12, 2025

**New Durham Community Room
6 Main Street New Durham, NH 03855**

Members present: Rachel LaMontagne, Tara Gendron, Marilee Decoff, Chair Meyer.

Members not present: Patrice Mitchell,

Others Present: Caitlin Frost, library director.

Call to Order/Agenda Review: Chair Meyer called the meeting to order at 4:10 pm.

Approval of minutes: Mrs. Frost read the minutes of the last meeting. Motion made by Mrs. DeCoff to approve the minutes from the April meeting. Second by Chair Meyer. The vote passed unanimously.

Financial Report and Approval.

Ms. DeCoff submitted her report that the Trustees account for May stood at \$17,780.83 The Operating account stood at \$5,472.37. All bills are paid and up to date. The Trustees had previously reviewed the invoices via email and approved by reply.

Rachel LaMontagne made the motion to accept the report as written. Second by Tara Gendron The vote passed unanimously.

Director's Report

Mrs. Frost proposed upgrading our Simplisafe security system as the technology is outdated or instead of upgrading going with a different company called Cove. There was discussion on whether or not the alarm system is required for insurance purposes or if there was a need for it. More information will be collected and this topic will be discussed at the next meeting.

Mrs. Frost said the switch from Breezeline to TDS went well, but now the phones aren't coming in as clear. She called Breezeline and they are supposed to upgrade the phones but she also proposed switching from Breezeline phones to TDS. Mrs. DeCoff said she will bring a phone down to see if the problem is the phone line or the phones themselves.

There was discussion on adding a place for the library trustees to put agendas on the library website as Mrs. Frost is unable to login to the new town website to post our updates. The board agreed to having the agenda posted on the library website.

UBEO, the copier service machine, has said the library owes a lot of back money. Mrs. Frost sat down with a sales rep and was able to negotiate a much lower rate and is waiting on a new contract, but will be looking into other copier service businesses.

Mrs. Frost attended the BOS meeting on May 6th where she gave updates on what is happening at the library. BOS Chair Swenson remarked that Mrs. Frost was doing a great job on getting all the grants.

Mrs. Frost updated the board about the last staff meeting, where they discussed a change in hours for the summer. The new summer hours will be: Mondays/Tuesdays/Thursdays 10am-5pm, Wednesdays 1pm-7pm, and Fridays 10am-4pm. We will be closed on Saturdays in the summer.

Motion made by Chair Meyer to change the library hours for the summer. Second by Mrs. DeCoff. The vote passed unanimously.

Pursuant to NH Revised Statute 91-A:3 II (a), the Trustees voted to enter a non-public session. Ms. LaMontagne made the motion at 4:46pm; second by Tara Gendron. A roll call was taken. Gendron-aye; LaMontagne-aye; DeCoff-aye; Meyer-aye. The motion carried unanimously.

Marilee DeCoff made a motion to leave non-public session at 12:21pm. Second by Chair Meyer. A roll call vote was taken. A roll call was taken. Gendron-aye; LaMontagne-aye; DeCoff-aye; Meyer-aye. The motion carried unanimously.

Other Business

The board reviewed the Bulletin Board & Displays Policies.

Motion made by Chair Meyer to accept the Bulletin Board policy. Second by Mrs. Gendron. The vote passed unanimously.

Motion made by Chair Meyer to accept the Displays policy as amended. Second by Mrs. Gendron. The vote passed unanimously.

Schedule Next Meeting: June 16th at 4pm in the Community Room..

Adjournment:

Motion made by Chair Meyer to adjourn at 5:12; second by Tara Gendron. A roll call vote was taken. Meyer-aye; LaMontagne-aye; Gendron-aye. The motion passed unanimously.

Respectfully submitted,
Patrice Mitchell