

New Durham Public Library Trustees Meeting
June 11, 2025
New Durham Community Room
6 Main Street New Durham, NH 03855

Members present: Patrice Mitchell, Marilee DeCoff, Tara Gendron, Chair Meyer.

Others Present: Caitlin Frost, library director.

Call to Order/Agenda Review: Chair Meyer called the meeting to order at 4:05 pm.

Approval of minutes: Motion made by Marilee DeCoff to approve the minutes from May meeting. Second by Ms. Gendron. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Mitchell-aye; Gendron-aye. The vote passed unanimously.

Financial Report and Approval.

Ms. DeCoff submitted her report that the Trustees account for May stood at \$27,780.83 The Operating account stood at \$4911.07 .

All bills are paid and up to date.

The Trustees had previously reviewed the invoices via email and approved by reply.

Chair Meyer made the motion to accept the report as written. Second by Tara Gendron. A roll call vote was taken. Mitchell-aye; Meyer-aye; DeCoff-aye; Gendron-aye. The vote passed unanimously.

Directors Report and Informational Items

June

The Simplisafe security system is not needed or required by the insurance company and will be removed. Ms. Frost is working with the Town Hall to upgrade the telephone system or, alternatively, switch to TDS.

The Trustees monthly meeting agenda will now be located in 3 places to view - the website calendar, the website Trustee page, and posted on the bulletin board at the library.

UBEO is the company that maintains the library copier. Ms. Frost cleared up some miscommunication with the billing for the copy overage, so that the library will be charged regularly going forward. She requested that the account be paid from the Trustees account. She will pay the rewritten service contract for August 24- August 25.

Motion made by Chair Meyer to accept the contract and pay the overage amount of \$149.48 from the Trustees account. Second by Tara Gendron. A roll call vote was taken and the motion passed unanimously.

Formax is a copier service that Ms. Frost is looking into. The annual contract will be comparable to the current one and an updated machine may be available.

The Board of Selectmen meeting in June was presented with the updated summer library hours and the summer programs.

New business:

The Trustees reviewed the current and the rewritten Collection Development policy. The new policy is rewritten in a more compact, easily read format and 2 sections have been moved to another section.

Motion made by Chair Meyer to accept the policy as updated. Second by Patrice Mitchell. A roll call vote was taken and passed unanimously.

Ms. Frost was presented with a letter of nomination for Librarian of the Year through the New Hampshire Library Trustees Association. Rachel

LaMontagne crafted the letter that highlighted the many accomplishments that Ms. Frost has achieved since coming on as director. She has been awarded numerous grants, strengthened the ties with the elementary school and the Parks and Recreation department, increased programming for all ages, and boosted circulation over the years. The Trustees unanimously support her nomination and eagerly await the NHLTA decision later this summer.

Schedule Next Meeting: August 11, 2025 at 4pm in the Community Room..

Adjournment:

Motion made by Patrice Mitchell to adjourn at 5:15 pm; second by Chair Meyer. A roll call vote was taken. Meyer-aye; Mitchell-aye; DeCoff-aye; Gendron-aye. The motion passed unanimously.

Respectfully submitted,
Patrice Mitchell