

**New Durham Public Library Trustees Meeting
September 23rd, 2025
New Durham Community Room
6 Main Street New Durham, NH 03855**

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

Members absent: Patrice Mitchell

Others Present: Caitlin Frost, library director; Samantha Lessard, public member

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

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

Financial Report and Approval.

Ms. DeCoff submitted her report that the Trustees account for August is \$38,162.49 (the true balance is \$11,280.52 because we have unspent grants), and the operating account is \$7,137.88.

All bills are paid and up to date.

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

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

Fiscal Year 2026 Budget

Ms. Frost detailed how the budget meeting with the Board of Selectman went. It went well, and passed fine. She mentioned that she has received RTK requests from a member of the budget committee and she is working on getting together all the documents for the town's lawyer for that.

Director's Report

Renovations for the library has started. The initial \$3,000 deposit has been paid out of the trustee account with grant funds. There is a glass display case that Ms. Frost cannot find a spot for in the library. The trustees said to find a new location within the town for it.

The trustees are looking for a new trustee to join their board. Samantha Lessard has volunteered. Ms. Frost will gather the town application and supply a letter of reference for her so the process of getting her approved for a trustee member can be started.

Ms. Frost has won the Library Director of the Year award from the NHLTA. Discussions were had about doing a Grand Reopening ceremony to showcase the library renovations as well as awarding Ms. Frost with her plaque award. The date will be decided in conjunction with the Friends of the Library.

Schedule Next Meeting: November 3rd, 2025 at 6pm at the library.

Adjournment:

Motion made by Chair Meyer to adjourn at 4:54 pm; second by Ms Gendron. A roll call vote was taken. Meyer-aye; Decoff-aye; Gendron-aye. The motion passed unanimously.

Respectfully submitted,
Caitlin Frost