

**New Durham Public Library Trustees Meeting
November 3, 2025
New Durham Public Library
2 Old Bay Road New Durham, NH 03855**

Members present: Patrice Mitchell, Marilee DeCoff, Tara Gendron, Chair
Bill Meyer (via Zoom).

Others Present: Caitlin Frost, library director.
Samantha Lessard, member of the public.

Call to Order/Agenda Review: Chair Bill Meyer called the meeting to order
at 6:06 pm.

Approval of minutes: Motion made by Marilee Decoff to approve the
minutes from September meeting. Second by Ms. Mitchell. 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 October is
\$17,913.28 and the Operating account is \$3622.66

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
Ms. Mitchell.. A roll call vote was taken. Mitchell-aye; Meyer-aye; DeCoff-
aye; Gendron-aye. The vote passed unanimously.

Director's Report

October

Fall and winter programs have been scheduled...trying to get a groove of Programming Meetings and it's going well.

Baker and Taylor has left the building. We now have an Amazon business account with MHEC as well as an Ingram account. I did have a meeting with Midwest Library and I am thinking about opening an account there as well.

Renovations are at a standstill until he gets the rest of the stuff in. He'll be back when everything comes in to do it all at once. We've paid all but 13% of the project. (There is an outstanding invoice).

Still trying to get rid of the glass display case.

Holiday Hours!

Discussion on changing Thanksgiving hours to being open on Wednesday from 10am - 2pm, closed Thur/Fri/Sat.

Motion made to approve hours change by Marilee DeCoff; second by Bill Meyer. A roll call vote was taken. Mitchell-aye; Decoff-aye; Meyer-aye; Gendron-aye. The vote passed unanimously.

Christmas and New Year's remain the same as last year. Closed Christmas Eve and Christmas Day, open on Friday and Saturday. Open New Year's Eve from 10am- 2pm; closed New Year's Day. Open Friday and Saturday.

Regarding our minutes: I've gotten feedback from NHTLA and other libraries about our meeting minutes to discuss. (See Other Business).

RTK Requests: Have compiled documents, but will need to go over them.

Other Business:

Minutes

In filing Right to Know requests, we realized our meeting minutes can lack specificity. Caitlyn reached out for advice from NHLT. Going forward, we will be consistent in recording roll call votes and recording discussion of new staff positions. Caitlyn will find examples of other library board minutes that provide greater detail.

Library Staff Evaluations have been tabled until the December meeting.

The old copier has sold for \$500.00 and the proceeds were deposited in the Trustees account. A motion was made by Marilee DeCoff to use the deposit for the next 5 payments of \$99.00/month on the new copier. Second by Patrice Mitchell. A roll call vote was taken. Mitchell-aye; DeCoff-aye; Gendron-aye; Meyer-aye. The vote passed unanimously.

Get well flowers were purchased for staff member Michelle Pyrich and the funds were requested from the Trustees account. A motion was made to cover the expense by Tara Gendron; second by Patrice Mitchell. A roll call vote was taken. DeCoff-aye; Mitchell-aye; Meyer-aye; Gendron-aye. The vote passed unanimously.

Schedule Next Meeting: December 8, 2025 at 4pm in the Community Room..

Adjournment:

Motion made by Chair Bill Meyer to adjourn at 7:11 pm; second by Marilee DeCoff. A roll call vote was taken. Meyer-aye; Mitchell-aye; Gendron-aye; DeCoff-aye. The motion passed unanimously.

Respectfully submitted,
Patrice Mitchell