

New Durham Public Library Trustees Meeting

February 9, 2026

New Durham Public Library

2 Old Bay Road New Durham, NH 03855

Members present: Marilee DeCoff, Tara Gendron, Patrice Mitchell, Samantha Bourque Lessard

Chair Bill Meyer (via Zoom)

Others present: Caitlin Frost, library director

Call to Order/Agenda Review: Chair Meyer called meeting to order at 6:01pm

Approval of minutes: Marilee DeCoff made a motion to approve the minutes from January meeting; Seconded by Chair Meyer; One clarification was made to minutes—All book clubs are now at 6pm instead of 7pm. A roll call vote was taken to approve minutes as amended. Chair Meyer-aye; Gendron-aye; DeCoff-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Financial Report and Approval:

Trustees account: \$11,164.32 (Includes \$500 donation from Abraham Trust); Grant money \$1,913.66 leaving balance of \$9,250.66

Operating account: All bills paid to date; balance \$3,750.86

Chair Meyer made a motion to accept financial report; Seconded by Tara Gendron. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Director's Report:

Winter Reading Challenge going strong—30 guides have been handed out.

Back closet clean-out and organizational progress is good; can now use book cover counter. The storage closet project will be rolled into next month's goals. Also, Makerspace was moved into closet and will be worked on during next month.

Usage and Statistics—Visitor numbers and program attendance down slightly in January vs. December, however circulation (both physical and digital), as well as new library cards issued, increased in that time.

Programs and Events—a kids Dungeon's and Dragon's group began organically. It was then posted and is growing. Caitlin is working with Diversions for possible donation (cash and/or products) to further develop the program. It will possibly include an adult program. Snake Saturday was a huge success! Next month's theme is Moose Madness. March will include a Pi Day Contest on March 14th.

Staff & Operations—Caitlin was asked to speak on grant writing at NHLTA conference in May as her proposal was submitted and accepted; Michelle is back on medical leave and Donna has officially resigned as a substitute; therefore, story time is postponed for February; Caitlin may organize mothers to run story time in the interim.

Facilities & Technology—Alabaster submitted invoice to replace front doors; funds were not encumbered in 2025 so Caitlin working with TA to get this done in 2026.

Budget Snapshot—Our two Warrant Articles passed the deliberative session; FY25 Q4 budget review completed; many hours spent on grant writing with 3 now completed.

Strategic Projects Update—goal is to finish Library Policies & Procedures; 15 of 25 completed as of meeting today.

Other Business:

Library Privileges and Gifts and Donations Policies were reviewed. Marilee DeCoff made a motion to accept the Library Privileges Policy; Seconded by Pat Mitchell. A roll call vote was taken- Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Chair Meyer made a motion to accept the Gifts and Donations Policy; Seconded by Tara Gendron. A roll call vote was taken- Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Schedule next meeting:

Next meeting is scheduled for Monday, March 9, 2026, at 6pm at the library.

Chair Meyer made a motion to adjourn the meeting at 6:40pm; Seconded by Pat Mitchell. A roll call vote was taken- Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Respectfully submitted,

Tara Gendron