

# **New Durham Public Library Trustees Meeting**

**January 12, 2026**

**New Durham Public Library**

**2 Old Bay Road New Durham, NH 03855**

*Members present:* Marilee DeCoff, Tara Gendron,  
Chair Bill Meyer (via Zoom)

*Members absent:* Patrice Mitchell, Samantha Bourque

*Others present:* Caitlin Frost, library director

*Call to Order/Agenda Review:* Chair Meyer called the meeting to order at 6:10pm

*Approval of minutes:* Motion made by Tara Gendron to approve minutes from December meeting. Seconded by Marilee DeCoff. A roll call vote was taken. Chair Meyer-aye; Gendron-aye; DeCoff-aye. The motion passed unanimously.

*Financial Report and Approval:*

Trustees account balance for end of 2025 is \$10,714.22 of which \$1,413.66 is grant money, leaving balance of \$9,300.56

Operating account balance is \$144.41 with one outstanding TDS bill to be paid; final balance will be \$79.42 which will be sent back to town's general fund to zero out account balance.

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

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

*Director's Report:*

Caitlin introduced a new format she will be using for her monthly reporting system which includes the following areas: Key highlights (Top Achievements and Goals); Usage and Statistics; Programs and Events (ongoing and special events/new initiatives); Staff and Operations (staff/facilities and technology); Budget Snapshot; Strategic Projects Update; Decisions/Actions Needed from Board.

Caitlin reviewed the January 2026 report. Some highlights include—children's holiday party was most well attended to date and changes to layout made the atmosphere seem quite calm; steady progress is being made in cleaning out back closet room; Makerspace was moved into the closet; 2025 # visitors was 14,711; physical circulation 15,184; digital circulation 5,744; new library cards issued 109; program attendance 3911; Cook Book Club is growing with meeting time changed from 7pm to 6pm; Parks & Rec hosted magician at the library with 41 people attending despite inclement weather; Caitlin was asked to speak at NHLTA conference in May—proposal was submitted and she is waiting for confirmation; Caitlin would like to attend NELA conference Oct. 26-28, 2026. Caitlin reported that an estimate for new front doors came in at \$7975. She is exploring whether this may be covered by CRF in town. Caitlin can now access budget online. We have requested Q1 funds. She has started keeping track of the grants she is working on, hours spent on proposals and whether she was awarded the funds. Will Eisner grant completed, working on Penguin Random House and LOC book applications.

Upcoming goals—finish library policies and procedures which are 13/25 completed.

*Other Business:*

*Trustee Annual Report:* Caitlin read New Durham Library Trustees Annual report which will be submitted to the town. This report is available to read at the library. Motion made by Marilee DeCoff to accept report as amended; seconded by Chair Meyer. A roll call was taken. DeCoff-aye; Gendron-aye; Meyer-aye.

*Library Annual Report:* Caitlin read her New Durham Library Annual Report which will be submitted to the town; This report reviewed the accomplishments and milestones which were achieved in 2025. This report is available to read at the library. Motion made by Chair Meyer to accept the report as amended. Second, by Tara Gendron. A roll call was taken. Meyer-aye; DeCoff-aye; Gendron-aye. The motion passed unanimously.

*Library Treasurer Annual Report:* Marilee DeCoff reviewed the annual treasurer report (Operating Account). Total receipts \$26,999.12; Total expenses \$26919.70. A check for difference \$79.42 will be submitted to the town. This report is available to read at the library. Motion made by Chair Meyer to accept the report; seconded by Tara Gendron. A roll call vote was taken. Meyer-aye; Gendron-aye; DeCoff-aye. The motion passed unanimously.

*Schedule Next Meeting:* February 9, 2026, at 6pm at the library

*Adjournment:* Motion was made by Chair Meyer to adjourn the meeting at 6:55pm. Seconded by Tara Gendron. A roll call vote was taken. Meyer-aye; DeCoff-aye; Gendron-aye. The motion passed unanimously.

Respectfully submitted,

Tara Gendron