

New Durham Public Library Trustees Meeting

March 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 6:00pm

Pursuant to NH Revised Statute 91-A:3 II(a), the Trustees voted to enter a non-public session. Chair Meyer made the motion at 6:03pm; 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.

Chair Meyer made a motion to leave non-public session at 6:22 pm. 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.

Approval of Minutes

Marilee DeCoff made a motion to approve the minutes of the February meeting. Seconded by Chair Meyer. A roll call vote was

taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Financial Report and Approval

Ms. DeCoff submitted her report that the Trustees account stands at \$11,164.32 with \$1913.66 in grants leaving a balance of \$9250.66. The Operating account stands at \$2,789.29. All bills are paid to date.

Ms. Gendron made a motion to approve Financial Report. Seconded by Ms. DeCoff. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Director's Report

Community Storytime started in March with police dept. Fire dept will join in.

Summer Reading Program planning began. There will be a dinosaur themed card collecting game. Friends of the Library has given a budget for this--\$2000—some \$ may be used for Tuesdays at the Park. Book Bedazzling was popular and with a lot of supplies leftover, they will run it again.

Michelle is slowly returning to work. Wendy has been taken out of 'substitute' line, and her payroll will now be coming from 'Library Assistants' line. Donna has resigned as the substitute.

Alabaster submitting a new invoice for front doors to share with TA. Caitlin will present to new BOS once new member(s) are sworn in to try to get approval. New door tracker has been installed and is being assessed for accuracy.

Budget Snapshot—If budget passes, we will have \$174,875 (which is the FY 2025 amount)—if not it will default to \$177,049. Difference of \$2174. Our FY2026 request was \$195,336, so we need a plan to help make up the difference.

No new grants were written this month—Will Eisner and Penguin Random House have been completed. ALA Peggy Barber Tribute Grant was denied. LOC book application has been completed.

We are still working on updating Library Policies and Procedures with 15/25 completed. This will begin again in April.

Change of position for Trustees Secretary—Tara needs to be formally voted in. Ms. Mitchell made a motion to elect Tara as new secretary; seconded by Chair Meyer. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Copier/Copies—there was an overage of \$37 for copies made this month. There was discussion about who should be responsible for paying for this. Since the Trustees receive the monies collected from copies being made, we feel the Trustees can pay any overages. Chair Meyer made a motion that the Trustees pay overages on copies made; seconded by Ms. Mitchell. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

NHLTA Conference Wednesday, May 27, 2026, in Manchester from 7:30am to 3:45pm—Caitlin will be presenting a session on grant writing. Others expressed interest in attending.

Tuesdays in the Park 2026 funding. We discussed using some grant money to help fund this event. Ms. DeCoff made a motion to use \$600 of the \$1000 Abraham Trust for this purpose; seconded by Ms. Gendron. A roll call vote was taken. Chair Meyer-aye; DeCoff-

aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Next meeting scheduled for Monday, April 13, 2026, at 6pm at the library.

A motion was made by Ms. Mitchell to adjourn the meeting at 7:06pm; seconded by Chair Meyer. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Gendron-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.