

New Durham Public Library Trustees Meeting

April 13, 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, away for the winter)

Others present: Caitlin Frost, library director

Call to Order/Agenda Review: Chair Meyer called meeting to order at 6:02pm

Approval of Minutes

A motion was made by Chair Bill Meyer to approve minutes from March meeting. Seconded by Pat Mitchell. A roll call vote was taken. Chair Bill Meyer-aye; Marilee DeCoff-aye; Tara Gendron-aye; Samantha Lessard-aye; Pat Mitchell-aye. The motion passed unanimously.

Financial Report and Approval

Trustees account \$10,961.65; \$1814,33 marked as "other money" leaving net of \$9,147.32

Operating account \$1,916.72; a \$5000.00 disbursement has been requested. An amount of \$19.99 was not transferred to the

general fund for master gardener account in 2025 as planned, so it will be transferred now.

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

Director's Report

Moose presentation was very successful with 18 participants.

Caitlin discussed getting back space being used by the Historical Society and will speak with them about moving their items out by the fall. Tuesdays planning is continuing however funding for last two bands may have to come from donations. Caitlin will submit an article to the paper to help with this effort. The Kitchen Garden program was canceled, but money will be used for the summer garden program instead. We discussed new initiatives to help raise money which will include charging a nominal fee for participation. This will be to only cover materials, not services. For example, we discussed holding a tea party in May.

A motion was made by Tara Gendron that we allow the library to adopt the idea of charging a nominal fee for materials for various upcoming programs to help defray costs. Seconded by Pat Mitchell. A roll call vote was taken—Chair Meyer-aye, Tara Gendron-aye, Pat Mitchell-aye, Marilee Decoff-aye, Samantha Lessard-aye. The motion passed unanimously.

Caitlin has spent 50 hours on grant writing and has discovered many more options for grants on Grantstation. Caitlin has asked Parks and Rec to split cost of Grantstation (\$139). LOC book

application was completed and approved! Caitlin will collect books while in DC in April. She is on vacation in the last week of April.

April is National Library Appreciation month. We discussed sending the staff out for dinner. A motion was made by Tara Gendron to have the trustees pay for the dinner. Seconded by Marilee DeCoff.

A roll call vote was taken—Chair Bill Meyer-aye, Tara Gendron-aye, Pat Mitchell-aye, Marilee Decoff-aye, Samantha Lessard-aye. The motion passed unanimously.

Budget Snapshot

Since the higher town budget did not pass, there is a deficit of \$2,460.52 for FY26. This increase over last year is mainly due to increases in salary and benefits. Caitlin presented a detailed report of how this increase may be absorbed including an over-budget on custodial services and money saved from Junior Library Guild. However, electric/propane costs are above the budgeted amount. We discussed ways to decrease costs including closing again this year on summer Saturdays (July and August). A motion was made by Tara Gendron to approve closing on the Saturdays in July and August. Seconded by Marilee DeCoff. A roll call vote was taken—Chair Bill Meyer-aye, Tara Gendron-aye, Pat Mitchell-aye, Marilee Decoff-aye, Samantha Lessard-aye. The motion passed unanimously.

Caitlin also pointed out that some staff members are likely to take some days off for the remainder of the year, which would decrease salary costs and aid in budget shortfall.

Social Media Policy

The Board of Selectmen had a discussion at their last meeting concerning the social media accounts of town facilities. Caitlin was present to discuss how changes might affect the library and that the changes proposed from the town should not include the library. We discussed our current policy, including reviewing policies from other libraries. Caitlin revised our current policy to make it more succinct and complete and presented it to us. Chair Bill Meyer made a motion to accept the revised policy. Seconded by Pat Mitchell. A roll call vote was taken—Chair Bill Meyer-aye, Tara Gendron- aye, Pat Mitchell- aye, Marilee Decoff-aye, Samantha Lessard-aye. The motion passed unanimously.

Caitlin will be attending the next Board of Selectmen meeting.

Our next meeting is scheduled for Monday, May 11, 2026 at 6pm at the library.

At 7:03pm, Marilee DeCoff made a motion to close the meeting. Seconded by Tara Gendron. . A roll call vote was taken—Chair Bill Meyer-aye, Tara Gendron- aye, Pat Mitchell- aye, Marilee Decoff-aye, Samantha Lessard-aye. The motion passed unanimously.

Respectfully submitted,

Tara Gendron

