

New Durham Public Library Trustees Meeting

May 11, 2026

New Durham Public Library

2 Old Bay Road New Durham, NH 03855

Members present: Marilee DeCoff, Tara Gendron, Patrice Mitchell, Bill Meyer

Members absent: Samantha Lessard

Others present: Caitlin Frost, library director

Call to Order/Agenda Review: Chair Meyer called meeting to order at 5:59pm

Approval of Minutes: Chair Bill Meyer made a motion to approve minutes of April meeting minutes as amended. Seconded by Pat Mitchell. A roll call vote was taken. Chair Bill Meyer-aye; Marilee DeCoff-aye; Tara Gendron-aye; Pat Mitchell-aye. The motion passed unanimously.

Financial Report and Approval:

Trustees account \$11,113.17; \$1,957.46 marked at “other money”, grants/donations—leaving balance of \$9,155.71

Operation account balance \$5,190.44

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

Director's Report:

Book weeding continues with fiction section completed and adult non-fiction will be next. Caitlin continues to work on NHLTA presentation. Summer Reading Program calendar is ongoing with coordination with Parks and Rec Dept. Caitlin will submit a newspaper article about the return of Tuesdays and will work with Celeste on National Night Out. Mystery Book Club enrollment has been low, so the group is taking a break on meeting. Historical Book Club is robust. D & D going strong. Puzzle competition was a success and will be repeated sometime this year. Kara is coming back for Toddler Music Time. Tea Party scheduled for May 16th has a good amount of patrons signed up--\$5 donation to participate. Wendy has offered to solicit donations for SRP.

Facilities: Alabaster quote for new doors still not received, but we now have a grant (Manton Facilities Grant) to potentially cover this project. We also have money in our building maintenance fund (\$2000) to cover the difference.

Budget Snapshot: Changes discussed at last meeting have been implemented. Caitlin printed an up-to-date budget snapshot which shows we are acceptable to date.

Policies and procedures:

The following policies and procedures were reviewed:

- Communicable Disease Policy
- Pandemic Interim Services Plan
- Protocol for Continuity of Services During a State of Emergency
- Risk Assumption Policy
- Telecommuting Policy

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

These policies will be reviewed again in 2030.

4TH of July closure:

The holiday falls on Saturday, July 4th so the library will be closed both Friday, July 3rd and Saturday, July 4th. It will be open normal business hours on Monday, July 6th.

We have received several donations in memory of Shirley McCormack, former library trustee. Tara will send thank-you notes to acknowledge those gifts.

Next Trustees meeting will be Monday, June 15th at 6pm at the library.

Chair Bill Meyer made a motion to adjourn the meeting at 6:43pm. Seconded by Marilee DeCoff. A roll call vote was taken. Chair Bill Meyer-aye; Marilee DeCoff-aye; Tara Gendron-aye; Pat Mitchell-aye. The motion passed unanimously.

Respectfully submitted,

Tara Gendron

