New Durham Public Library Trustees Meeting

September 21, 2026

New Durham Public Library

2 Old Bay Road New Durham, NH 03855

Members present: Chair Bill Meyer, Marilee DeCoff, Patrice Mitchell, Samantha Bourque Lessard

Members Absent: Tara Gendron

Others present: Caitlin Frost, library director; Mark McFadden, NDHS President; Cathy Orlowicz, Town Historian

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

Approval of Minutes

Chair Meyer made a motion to approve the minutes of the August meeting. Seconded by Ms. Mitchell. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Financial Report and Approval

Ms. DeCoff submitted her report that the Trustees account stands at $11,458.57 with $2,929.73 in grants and designated donations leaving a balance of $8,528.84. The Operating account stands at $9,308.31. All bills are paid to date.

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

Historical Society

Mr. McFadden, president of the New Durham Historical Society, shared that their meeting time has changed. They now meet at 6:30pm instead of 7:00pm on the 2nd Thursday each month. In August, there was a conflict with the library running two other programs, which Ms. Frost mentioned would not have been a conflict if the NDHS had kept their meeting at the originally established 7:00pm time. Ms. Frost explained that she encouraged Mr. McFadden and the NDHS to work on a Memorandum of Understanding (MOU) between the two organizations so that conflicts of interest can be mitigated. Ms. Frost passed around a rough draft of the MOU for everyone to review. Mr. McFadden and Ms. Orlowicz shared some of what they're wanting from the library—a close out procedure, a manual on how to operate the television—and Ms. Frost shared some of what the library would want from the NDHS—better communication. All parties went home with a copy of the MOU draft and will plan to meet up later to fine tune and sign the agreement.

Director's Report

Ms. Frost reported that she was invited by the IMLS to attend an all expenses paid conference in St. Louis to celebrate America's 250th. Unfortunately, the dates conflict with a previous commitment and she had to decline the invitation to attend.

Ms. Frost shared that the Friends will be doing an art show fundraiser. The library cards she ordered never came in on time to participate in the Granite State Library Card Challenge, so they forewent that. The library is also having a costume swap for patrons to donate costumes and pick up costumes for free.

Librarians have decided to forgo the dinner cruise and hit that up in the spring when it opens, and instead they will do dinner at Johnsons.

Ms. Frost spoke with the contractor for Alabaster Remodeling and he should be out shortly to update the door quote. Because no one from DPW has done any of the odd jobs requested, she will offer them to the contractor to see if he can complete them when he does the doors.

Two new grants were written in September. One was a $750 microgrant sponsored by PBS America 250th for a book club and screening of a new PBS America show. The other was written to the Victoria Dreyfus Foundation requesting money for parenting books and early childhood programming.

Ms. Frost shared budget updates. The budget committee is pushing back on the budget submitted by the library and has asked her to respond to a large number of questions. She shared her written responses with the trustees who discussed and gave her feedback. She also shared that what is said in the monthly town Department Head meetings are not being kept confidential. She and the trustees discussed how Ms. Frost should continue to participate in these meetings as a department head, but she does not need to go into detail about what is happening at the library.

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 6:47pm; seconded by Marilee DeCoff. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Chair Meyer made a motion to leave non-public session at 7:12 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.

Next meeting scheduled for Monday, October 19th, 2026, at 6pm at the library.

A motion was made by Chair Meyer to adjourn the meeting at 7:14pm; seconded by Ms. DeCoff. A roll call vote was taken. Chair Meyer-aye; DeCoff-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.