New Durham Public Library Trustees Meeting

October 19, 2026

New Durham Public Library

2 Old Bay Road New Durham, NH 03855

Members present: Patrice Mitchell, Samantha Lessard

Chair Bill Meyer

Members absent: Tara Gendron, Marilee DeCoff

Others present: Caitlin Frost, library director

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

Approval of minutes: Motion made by Chair Meyer to approve minutes from December meeting. Seconded by Pat. The motion passed unanimously.

Financial Report and Approval:

Trustees account balance for end of September is $11,664.05 of which $3,029.73 is grant money and donations, leaving balance of $8,634.32

The Operating balance for the end of September is $3,616.54. Q4 funds have been requested.

Pat made the motion to accept the report as written. Seconded by Samantha. The motion passed unanimously.

Director's Report:

Eric from Alabaster Remodeling has ordered the front door and when it arrives he will reach out to the Friends for the next deposit and will start on the construction of the door.

Nathan Johnson gave his resignation letter on October 9th. He decided to move out of state with a friend and so he is resigning from his position as Programming Librarian effective October 23rd.

Caitlin discussed with Nathan leaving the staff hours will need to be restructured, the schedule will need to be looked at, and job descriptions will need to be updated. She described how each staff member is taking on additional hours to cover for Nathan through the end of the year. During the next few months, Caitlin will reach out to the community for a new survey on the library to see what the community wants, and as she starts to think about restructuring the library she wants community input.

Motion made by Chair Meyer to approve the updated job descriptions of Library Administrative Assistant, Library Assistant, Children's Librarian, Programming Librarian, Interlibrary Loan Librarian, and Library Page. Seconded by Samantha. The motion passed unanimously.

To help with coverage after Nathan leaves, Caitlin proposed asking for volunteers from the Friends of the Library. They can be trained on basic circulation in the odd circumstance that coverage may be needed. She proposed a Volunteer Policy. After reading, the trustees decided to amend the policy to include an age limit for volunteers.

Motion made by Chair Meyer to approve the Volunteer Policy as amended. Seconded by Pat. The motion passed unanimously.

With Nathan leaving, Caitlin does not feel like she can submit the FY27 budget as previously determined. She worked with Marilee to rework the numbers and submitted a new budget proposal to the trustees. Most notably, the staff salaries were adjusted to

compensate for the additional hours each employee would be taking on. Caitlin has a meeting set with Finance on Tuesday to submit the new budget once the trustees pass it so it can be formally submitted to the Budget Committee before she presents on Wednesday, October 21, at 6:30pm.

Motion made by Chair Meyer to approve the new FY27 budget in the total amount of $179,474.30. Seconded by Samantha. The motion passed unanimously

The trustees discussed spending money from the trustee account. The Friends already cover a lot of programs, but the trustees paying for some programs. Caitlin mentioned bookshelves in the children's room that were wobbly and was unsure if they could be fixed. Chair Meyer wants Caitlin to figure out what would go in its place and the cost of a new bookshelf.

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 6:45pm; seconded by Pat Mitchell. A roll call vote was taken. Chair Meyer-aye; Lessard-aye; Mitchell-aye. The motion passed unanimously.

Chair Meyer made a motion to leave non-public session at 6:50 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.

Other Business: Caitlin forced Chair Meyer to announce publicly that he is moving to California and forsaking his library director. Caitlin made it very clear how devastated she was that he was moving, but he is doing it regardless of her feelings.

With the moving timeline he gave, discussion was had about him relinquishing his long-held title of Chairman of the New Durham Library Trustees.

Motion made by Chair Meyer to nominate Samantha Lessard as Queen of the Trustees (but really Chairwoman). Samantha accepted the nomination. Pat seconded the motion. The motion passed unanimously.

Schedule Next Meeting: The next trustees meeting is set for Monday, November 9th at 6pm at the library.

Adjournment: Motion was made by Pat Mitchell to adjourn the meeting at 7:00. Seconded by Chair Lessard. The motion passed unanimously.

Respectfully submitted,

Patrice Mitchell