**New Durham Public Library Trustees Meeting
April 17th, 2023
New Durham Public Library
2 Old Bay Rd, New Durham, NH 03855**

*Members Present:* William Meyer, John Michaud, Rachel Lamontagne, Marilee DeCoff.

*Members Absent:*  Patrice Mitchell

*Others Present:* Caitlin Frost, Library Director

*Call to Order / Agenda Review*: Chairperson Meyer called the meeting to order at 4:05pm.

*Approval of Minutes:* **Motion made by Chairman Meyer to approve minutes from the March Trustees Meeting. Mr. Michaud seconds the motion. Vote carried unanimously.**

*Financial Report and Approval:*

The financial report showed $4,790.05 as of April in our Operating Funds.

There was discussion with Ms. DeCoff about becoming the treasurer. Ms. Frost shared information gathered from other libraries on how they operate with a bookkeeper and trustee treasurer and information from NHLTA about legalities of a treasurer. Ms. DeCoff asked questions about what the job would entail and said she would meet with Mr. Leonard, the former treasurer, to see what her specific duties would be.

**Motion made by Ms. Lamontagne to approve the Financial Report. Mr. Michaud seconds. Vote carried unanimously.**

*Director’s Report and Informational Items*

Ms. Frost gave updates on the Summer Reading Program. She shared a first look at the calendar she had been working on with Donna and Michelle, two other Librarian Assistants.

Ms. Frost gave updates on grants. Her 2023 goal is to apply for 3 grants. So far she has submitted for 4 and received 2 from the NH Humanities.

Discussion on who would attend the NHLTA conference ensued. It was decided that Ms. Frost, Ms. Lamontagne, Chairman Meyer, and Ms. DeCoff would attend. Ms. Frost would register everyone and Chairman Meyer would write the check for the fee out of the Trustees fund.

Ms. Frost gave updates on the children’s shelving. She presented an invoice of $1,153.76 for the corner shelving.

**Chairman Meyer motions to approve the invoice from carpenter Rick Aucoin, SR. to build the corner shelves in the amount of $1,153.76. Mr. Michaud seconds. Vote carries unanimously.**

Ms. Frost presented a Juggling program with a shared cost with Parks & Recreation. The Parks & Recreation director was paying for half the cost of the juggler and Ms. Frost had agreed to pay for the other half.

**Motion made by Ms. Lamontagne to pay $275 to Jason Tardy Productions, Inc. for a juggling program at the library. Chairman Meyer seconds the motion. Vote carried unanimously.**

Ms. Frost suggested asking for the first installment of $5,000 from the operating funds. Chairman Meyer signed the request for funds form.

*Other Business*:

No additional items this month.

*Schedule Next Meeting:* Monday, May 1st, at 4pm at the library.

*Adjournment:* **Motion made by Chairman Meyer to adjourn the meeting at 4:48pm. John Michaud second it. The motion passed unanimously.**