**New Durham Public Library Trustees Meeting**

**December 6, 2021**

**New Durham Public Library**

**2 Old Bay Road New Durham, NH 03855**

*Members present:* William Meyer, Richard Leonard, Patrice Mitchell, John Michaud.

*Others Present:* Caitlin Frost, library director.

*Call to Order/Agenda Review:* Chairperson Meyer called the meeting to order at 4:00 pm.

*Approval of Minutes- Tabled until next meeting.*

*Financial Report and Approval:* Mr. Leonard reported that all bills are paid as of this date. The Operating account is $24,564.55 and the Trustee’s account stands at 11,368.08.

Board members have signified review and approval of the invoice register by email reply.

**Motion made by John Michaud to approve financial report; second by Patrice Mitchell. The motion carried unanimously.**

*Director’s Report and Informational Items:*

**Library Attendance and Programming Ideas and Plans**

Website is DONE!

* Outdoor welcome banner with new logo is printed
* New bookmarks are printed with new logo
* Coffee for prizes with the Friends logo is purchased
* Social media logos have been changed
* Need to get new magnets with updated times and logo

Reading Programs:

* 1000 Books Before Kindergarten Restart: Friends purchased prizes
* 500 Books Before Middle School is ready to start: Friends purchased prizes
* Adult Winter Reading Challenge begins December 21st: Friends purchased prizes

**New Hire**

Looking to replace Donna and every other Saturday person. Position description is currently available at the library.

**Building Plans**

We have some quotes for flooring and painting. They are currently available at the library.

**CRF & Furnace update**

Chair Meyer will meet with the Town administration to discuss the furnace bill and research how to plan for future budgets.

.

*Schedule Next Meeting:* January 3, 2022 at the library at 4:00 pm.

*Adjournment:*

**Motion made by John Michaud to adjourn at 5:00 pm; second by Chair Meyer. The motion passed unanimously.**

Respectfully submitted,

*Patrice Mitchell*