



Dunbar Free Library
Board of Trustees Meeting
October 26, 2022 / 5:30 PM

October 26, 2022

Trustees Present: Pat Beasley, Megan Alexander, Rita Friedman, Kim Leute, Elizabeth Sofish (Betsy)

Trustees Excused: Connie Horton

Staff Present: Dawn Huston, Director/Librarian

Public Guest Present: Michele Dominy, Friends of the Library

PART I: Budget

1. The meeting was called to order by Pat Beasley at 5:36 pm
2. New business: FY 2023-2024 Budget preparation
 - a. The proposed budget for 2023-2024 was presented by Dawn and reviewed by the trustees.
 - b. Changes to the budget proposal for the Dunbar Free Library 2023-2024 – please see attached document
 - c. Operating Budget 2023-2024 – please see attached document
 - d. Amounts to be submitted to town – please see attached document
 - e. A motion to approve the amended budget and CRF/ETF requests was made by Rita Friedman and seconded by Betsy Sofish.
 - f. The motion passed unanimously.
3. Public Comment – there was no public comment

PART II: October Monthly meeting

1. Approval of September 19, 2022 Minutes
 - A motion to approve the amended September 19, 2022 minutes was made by Megan Alexander.
 - Seconded by Rita Friedman.
 - Passed unanimously.
2. Reports
 - a. Treasurer Megan Alexander
 - Motion to approve: Betsy Sofish
 - Seconded: Rita Friedman
 - Passed unanimously
 - b. Librarian Dawn Huston
 - Tabled
3. New Business
 - a. Cyber security (in preparation for Oct. Budget meeting) update: The chair asked the board to think about the issue of heightening security in the library. The board held a brief discussion of surveillance devices such as “nanny cams” or background checks for all

volunteers. The general feeling seemed for favor background checks, but the board will discuss this further at a subsequent meeting

- b. Hiring a substitute employee: We discussed hiring a second per diem staff to increase resources that could be used in the event of unforeseeable absences such as staff/director quarantines.

- Per Melissa, we do not have to post such as position, but we do need to do a background check.
- The cost is included in the FY23 budget.
- Motion to approve: made by Betsy Sofish; seconded by Pat Beasley; passed unanimously.

4. Unfinished business

a. Board Committee Reports

1. Crisis Response and Recovery

Reviewed continuation of current protocols

Decision: Continue current practices

2. Facilities Oversight

b. Synology conversion update and plan presentation from Dawn:

- Synology is up and running. Training is done. Everything anyone uses has been moved over. Holding onto the old server for 6 months.
- Hypershares – remote – Dawn to make a date with Mike to review (invite Pat)

c. Update of Goals of Processes and Procedures from Dawn:

- Dawn and Betsy are working on formatting and editing the list of library responsibilities
- Action Item: Betsy and Dawn to present at November meeting

d. Staff evaluations: Director evaluation and SurveyMonkey

- Pat, Rita, and Dawn are meeting on 11/18/22 to review Director's evaluation

e. Report from Dawn on progress of staff evaluations and yearly required signing of updated library and Grantham policies

- All staff have had and have signed their evaluations.
- One evaluation needs to be edited and resigned.
- All required documents have been reviewed and signed.
- Everything will be submitted to the town when the outstanding evaluation is complete.

f. Dawn: Report on investigation of lights in reference area

- There has been no communication from George since August.
- Action Item: Dawn will follow up.

5. Tabled :

a. Strategic Plan 2022-27 editing up-date from Connie

b. Investigation of Disaster Plan

c. Laptop for Treasurer

d. Human Library

e. Investigate United for Libraries – cost? and contributions

f. Move for discussion to Nov. meeting - Action items from August meeting: Standing agenda and delegation

g. How Do I? programs – ideas

6. Public Comment

- Michele Dominy from the Friends of the Library joined us at this meeting; she made no comments.

7. Non-Public Session as per RSA 91-A3, II

- No non-public session was conducted.

8. Adjournment

- Motion to adjourn was made by Megan Alexander.
- Seconded by Rita Friedman.
- Passed unanimously.
- The meeting was adjourned by Pat Beasley at 7:10 p.m.

Meeting Dates 2022 – 2023 at 5:30 PM:

2022: November 21, December 12

2023: January 23, February 13, March 20

Respectfully submitted,
Elizabeth Sofish, Acting Secretary

