

**Dunbar Free Library**  
Board of Trustees Meeting  
March 20, 2023 / 5:30 PM  
Draft Minutes

Present: Pat Beasley, Megan Alexander, Rita Friedman, Elizabeth Sofish (Betsy), Kim Leute, Dawn Huston, Linda Martin (FOL), Richard Sachs (Public, potential Trustee)

1. The meeting was called to order by Pat at 534 p.m.
2. The minutes of the meeting of February 12, 2022 were reviewed. Motion to approve the minutes was made by Meg, seconded by Rita, and passed unanimously.
3. The Treasurer's Report was presented by Megan and discussed. It was quiet month with the only items of note being a deposit of \$7.26 from the Donation Jug, and two holiday gift checks that were cashed. Motion to approve the Treasurer's Report was made by Rita, seconded by Betsy, and passed unanimously.
4. The Librarian's Report including action items was presented by Dawn and discussed. Items of note included:
  - a. People are returning to the library. Circulation and attendance are increasing and pickups are decreasing. Circulation was 14% higher YTD in February 2023 than in 2022, attendance at events was 60% higher for the same period, and pickup had dropped by 89%.
  - b. The hole in the flat roof has been repaired.
  - c. Megan Pindell started on 3/1/23 and has already obtained a grant.
  - d. Staff were asked how they felt about continuing to ask the volunteers to wear masks. Staff want volunteers to wear masks at the circulation desk where social distancing is impossible. Pat asked Dawn to let staff know that the Trustees are leaning toward masks being optional for both staff and volunteers starting around June. Trustees will discuss further at the April meeting.
  - e. Upcoming events were reviewed.
  - f. Financials through Feb were reviewed.
  - g. There was no Action Items sheet this month.

A motion to approve the Librarian's Report was made by Megan, seconded by Rita and passed unanimously.

5. Unfinished Business
  - a. Facilities Oversight. Pat requested a report from Dawn for each Trustee meeting showing the facilities' items for the upcoming month to begin with the April meeting.

- b. Preparation of Packets for New Trustees. After the election, the new Trustee will receive an information packet.
- c. Implementation of Pay Increases. We are holding off until after the Town Meeting, at which time we will also discuss pay schedules.
- d. Director's Evaluation. Completed. Main goals are organization, tidiness, and updating procedures. Process begins again in July.
- e. Update on "Being Dawn." This continues in progress.
- f. Update on Synology file hierarchy. Trustees reviewed the hierarchy proposed by Megan and finalized the structure. Megan will communicate our plan to Mike Bodeur.
- g. Action Items Excel Workbook. This has been very successful and there is a manageable amount of items remaining. We agreed to enlarge this to include all action items for director and Trustees starting with next meeting. Betsy will prepare.

#### 6. New Business

- a. Meeting calendar for 2023-2024. The proposed calendar was reviewed and one change suggested. Motion to approve with the change was made by Rita, seconded by Megan, and passed unanimously. Meetings begin at 5:30 p.m. The calendar is:  
2023:  
April 17, May 15, June 19, July 17 (if needed), August 21, September 18, October 16 (budget only), October 23, November 20, December 11  
2024:  
January 22, February 26, March 18
- b. Vote to approve Kim Leute as Alternate Trustee. Motion made by Rita, seconded by Betsy, passed unanimously.
- c. Signatories for banks: Patricia Beasley, Rita Friedman, Elizabeth Sofish (no vote necessary)
- d. Little Free Library. Begins in April; Pat will open. Trustees will be assigned to other months.

7. Public Comment – If Richard is elected to Trustees at Town Meeting, what happens next? After the meeting, he should go see Ken Story to get sworn in, and Pat will be in touch with him.

8. Non-Public Session as per RSA 91-A3,II – None.

10. Motion to adjourn was made by Betsy, seconded by Rita, and passed unanimously. The meeting was thereby adjourned at 6:25 p.m.

Upcoming Meeting Date: April 17, 2023 @ 5:30 pm

Respectfully submitted,  
Elizabeth Sofish, Acting Secretary

