

Dunbar Free Library
Meeting of the Library Trustees
1/23/23
Minutes – Approved

Present: Pat Beasley, Megan Alexander, Elizabeth Sofish (Betsy), Connie Horton; Rita Friedman;
Kim Leute, Dawn Huston, Carole Wood, Friends of the Library

Call to order – 5:33 pm

1. The minutes of the December 12, 2022 meeting were approved. Motion: Rita; Second: Connie; Vote: unanimous
2. The Treasurer's Report was reviewed and approved. Motion to approve Treasurer's Report: Betsy; Second: Connie; Vote: unanimous
3. A proposed holiday calendar for 2023 and the first day of 2024 was added to the agenda and discussed. The following calendar was approved. Motion: Connie; Second: Rita; Vote: unanimous. The library will be closed:

Monday, January 2, 2023 – New Year's Day
Monday, January 16, 2023 – Martin Luther King Day
Monday, February 20, 2023 – Presidents' Day
Monday, June 19, 2023 – Juneteenth
Monday, July 3, 2023 – Independence Day
Monday, September 4, 2023 – Labor Day
Saturday, November 11, 2023 – Veteran's Day
Wednesday, November 22 – Thanksgiving Eve
Thursday, November 23, -- Thanksgiving Day
Saturday, December 23 – Christmas Eve (celebrated)
Monday, December 25 – Christmas Day
Monday, January 1, 2024 – New Year's Day

4. Structure of Librarian's Report

The Trustees agreed to the following plan:

Prior to each meeting, the Chair will provide a list of action items on a spreadsheet for the Librarian to report on at the meeting.

Librarian's Report will include:

Action Items Spreadsheet – Unfinished Business

Other Unfinished Business – Librarian may report on other old business, if desired

New Business

5. Meeting Agenda

The Trustees agreed to the following plan:

Call to order

Treasurer's Report

Librarian's Report – to include but not be limited to:

Librarian's Action Items (Librarian's Unfinished Business selected by Chair on spreadsheet)

Librarian's Other Unfinished Business (if any that is pertinent for Librarian to report on)

Librarian's New Business

Unfinished Business – (other than Librarian's) items selected by Chair

New Business – (other than Librarian's) items selected by Chair

Tabled Items (if any)

Public Comment

Non-Public Session

Adjournment

6. The Librarian's Report was presented and items were discussed:

Maintenance Report for July – Dec 2022:

Julie Benson Resignation

Stephanie Reardon – New Staff Member

Equipment purchases

List of expenses – Trustees requested that the list be provided in Excel.

Motion to approve reimbursements of \$4426.20. So moved by Connie, seconded Rita; all in favor unanimous.

Motion to approve Librarian's Report: Connie; Second: Megan; Vote: all in favor except one abstention; motion passed.

7. New Business

Trial of proposed changes to Librarian's report and management of unfinished items:
see above

Plaster taping in sprinkler room

8. Unfinished business – next time this will be Other than Librarian's

Board Committee Reports

Pandemic Crisis Response and Recovery: Continue current protocol

FACILITY

Access

Stain in bathroom toilet

Lights in reference

Report on finding a handyman.

Do we share septic system with neighbor: No.

IT/IS

Backups

Meeting Dates with Mike: 11/30, 12/5, 12/21, 1/17

Meetings with Mike and Pat

EQUIPMENT

Purchase laptop for Treasurer

Access to Synology for backup and for all documents in the cloud

STAFF / VOLUNTEERS

Staff Reviews

Current status of background check for new employee substitute

Appointment letter

Background checks for volunteers – new volunteers only or all volunteers:

Get checks for all new volunteers; get before they can start – agreed

Motion: checks for only new volunteers starting after 1/1/23: Rita; Second:

Connie; Vote: Ayes 3, Nays 2; motion carries.

Further discussion occurred.

Motion: disregard previous motion and table discussion while further information is gathered: Betsy; Second: Pat; Vote: unanimous in favor

Questions:

How should we handle this for paid staff? What does the town do? What do other libraries do? Should we ask people for annual attestations that they have had no recent events?

The school does not check volunteers but they always have a staff person or aide with them.

Lights in reference area

Finding a handy person

Update of progress of Goals, Processes and Procedures (“Being Dawn”) from Dawn, Betsy and Pat

Laptop for Treasurer

Strategic Plan 2023 – 2028 update from Connie

Update on Olivia Bretton’s GS project

On track for what she had said last time

Having difficulty getting prices for powder coating

Having trouble getting funding

Only 4 are in troop – so fundraisers difficult

Kim will approach her company – Geocon in Lebanon – get a letter from Olivia

Has asked Byrne

9. Tabled

10. Public Comment

Carole Wood from Friends of the Library reported that their annual appeal raised over \$11,000.

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

Adjournment: 7:14 pm

Respectfully submitted: Elizabeth Sofish, Acting Secretary

Meeting Dates 2022 – 2023 at 5:30 PM: 2023 - February 13

Elizabeth L. Spink

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