



Dunbar Free Library
Board of Trustees Meeting
September 18, 2023 / 5:30 PM
Draft Minutes

Trustees Present: Pat Beasley, Megan Alexander, Rita Friedman, Richard Sachs, Elizabeth Sofish (Betsy)

Staff Present: Dawn Huston, Megan P. (for part of meeting)

Guests Present: Michele Dominy, Friends of the Dunbar Free Library

- 1) Call to order: Pat called the meeting to order at 5:32 p.m.
- 2) Approval of August 21, 2023 Minutes: One correction was made to the minutes. Megan P. was added to the item about the preparation of the invitations for the volunteer party. The corrected minutes were approved with a unanimous vote after a motion made by Rita and seconded by Pat.
- 3) Treasurer's Report: Megan presented and the Board discussed the Treasurer's Report. Betsy made a motion to accept the Treasurer's Report, Pat seconded, and the motion passed unanimously.
- 4) Summer Reading Program Success: Megan P. joined us at this meeting to give an update of program statistics and answer questions. Megan feels that we collect the appropriate statistics and do not need to add more. Dawn shares this opinion. Megan reported that she visited the schools to recruit for our Summer Reading Program and also did programs at schools. Program highlights included: There were 101 quilt square participants, 104 participants in our Tie Dye event, and 962 participants in our Summer Reading Program. The trustees appreciated her report and were impressed with the library programming and attendance. Following the lively discussion, Megan P. left the meeting.
- 5) Librarian's Report:
 - a) Circulation / Attendance
 - (1) **Circulation*: YTD August circulation was just slightly lower than YTD August last year (less than a 1% decrease). Monthly circulation in August 2023 was 8% lower than in August 2022.
 - (2) **Attendance*: Attendance continues to increase with a 15% increase in YTD August compared to YTD August 2022. Monthly attendance in August 2023 was 19% higher than in August of 2022.
 - b) Maintenance
 - (1) Windows have been washed inside and out, high and low.
 - (2) Eversource has trimmed the tree branch that was touching wires and the building.

- c) Equipment: We have two T-Mobile hotspots available for patrons to check out. We got two free months of their subscription service. The equipment is free with free replacements if needed. We will promote this in the newsletter (**Pat**) and information will be prepared for staff and volunteers (**Dawn**). The trustees recommended a 3-week check-out time and promotion on our new sign (which we christened “Olivia”).
- d) Staffing
 - (1) Staff reviews are complete. **Pat** will get the appointment letters to Dawn. The Trustees requested that **Dawn** have all staff not hired within the last 7 months reread all of the annually required materials.
- e) Future / Past Events
 - (1) With a carnival flair, the donkeys are returning on 9/23 at 10:30 in the morning.
 - (2) With a Try-It-Out flair, our new program Adult Art is kicking off with Clay this month, Diamond Art in October, and Bookbinding in November. Sessions are Wednesday evenings at 6.
 - (3) With a celestial flair, we are joining a virtual presentation by NASA on how they are combating climate change, on 9/29 from 2-3.
 - (4) Continuing our cinematic flair, October’s Book to Movie is “The Notebook,” and November’s is “The Unbearable Lightness of Being.” Dates and times are on our website.
 - (5) With his trademark comic flair, Marek Bennett will present a whirlwind survey of comics from around the world and throughout history on October 4th at 7 p.m. This event is supported by the NH Humanities and the National Endowment for the Humanities after recent funding freezes were lifted.
 - (6) And finally, with a celebratory flair, over 34 people including Town Selectmen attended a party memorializing and recognizing Olivia Britton’s contribution to our community for her Girl Scout Gold Award project: our beautiful new event and announcement sign.
- f) Other.
 - (1) Electricity was over \$500 for August, with an annual budget of \$4000. The Trustees will continue to monitor and may ask Dawn to research options.
 - (2) Hoopla was \$170 in August. Dawn is monitoring to ensure only local use. The Trustees will continue to monitor.
 - (3) Dawn will be away on Friday, October 6 and Monday, October 9.

The Librarian’s Report was accepted by unanimous vote after a motion made by Rita and seconded by Megan.

6) Unfinished business

- a) *Board Committee Reports: Facilities Oversight* – 4 projects to be completed by Andy, two of which are concrete repair and painting; **Dawn** will ask our cleaning person to sweep up the entrance area including walls as needed, while making sure she does not disturb any bird nests in the spring.

- b) *Update on Dawn's Goals and Processes*: Meetings are resuming this week; goals and objectives will be provided to the Trustees for review and feedback; Dawn's evaluation will be filed with the town.
- c) *Update from Betsy and Dawn: "Being Dawn"*: This will resume soon.
- d) *Evaluations*: Previously discussed.
- e) *Background Checks for Volunteers*: Dawn had provided requested information, and with a lively flair, the Trustees again discussed this issue. The Trustees felt that all volunteers who work in the building or are present at library events in the capacity of a volunteer should have a background check. This includes Trustees and Friends of the Library. Staff's background checks will be filed in their Personnel Files with the town. No volunteer, Trustee, or Friend will be "grand-fathered in" without a background check. New volunteers and Trustees (like new staff) cannot participate in library-sponsored events until their background checks are complete. The Trustees will review the background checks. If a person declines to allow a background check, then he or she cannot be a staff person, Trustee, or Friend. Offenses such as assault or offenses against children would disqualify a person from becoming a staff person, Trustee, or Friend. **Betsy and Kim** will draft a policy for the Trustees to review. A motion to this effect was made by Richard and seconded by Rita, and passed unanimously.
- f) *Collection/Reconsideration Policy*: Richard reported that the committee has met and has reviewed and are considering the provided materials. They are meeting again on October 12th. Their plan is to provide a policy for the Trustees to consider prior to Thanksgiving.
- g) *Signing card for Olivia Britton*: The Trustees signed a thank you card for Olivia Britton. Rita motioned that we purchase a \$50 Amazon gift card to include in the thank you card. Megan seconded the motion and it passed unanimously. **Pat** will purchase the Amazon card and mail the thank you card.
- (h) *Volunteer Party*: The party was a success and enjoyed by the Trustees and attendees. For expense reimbursement: staple your receipt(s) to a full size piece of paper, highlight the relevant items, and note on the page, "Please reimburse [give total \$ amount] to [your name] for DFL Volunteer Appreciation Party." Submit documentation to Dawn.
- 7) New Business
 - a) Locksmith and keys: The building locks have been rekeyed for security purposes. The new key opens all three doors to the building. The shed has its own key. Trustees did not feel the need to have shed keys. **Dawn** will notify us when we can stop by and get our new keys.
 - b) Budget presentation (using Betsy's Excel format) from **Dawn** due to Trustees no later than **October 6th**.
- 8) Tabled
 - a) Update on Synology installations
 - b) T-Mobile grant
- 9) Public Comment – Michele Dominy from the Friends of Dunbar Free Library reported that Christine Bachrach has been elected to the Friends to replace Stephanie Reardon (who became an employee of the library). Michele said that her resume is full of huge good deeds for others. Michele also reported that the Friends are happy to continue to support library programs.

10) Adjourn: The meeting was adjourned at 7:01 p.m. by a unanimous vote after a motion made by Megan and seconded by Rita.

Meeting Dates 2023 – 2024 @ 5:30 PM

2023: October 16 (Budget only), October 23, November 20, December 11

2024: January 22, February 12, March 18

Respectfully submitted,

Elizabeth Sofish, Secretary