

Dunbar Free Library
Board of Trustees Meeting
June 26, 2023 / 5:30 PM
Minutes

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

Staff Present: Dawn Huston (via audio conferencing)

Guests Present: Kate Cricco, Friends of the Library; Olivia Britton, community member

1. Call to order: The meeting was called to order at 5:33 p.m. by Pat.
2. An item from Unfinished Business was brought forward: Olivia Britton was invited to present her update on her library sign project at this point in the meeting. She presented a lively and well-considered update on the project. The project is proceeding well and on schedule. Olivia has picked up the sign's metal body and she is very pleased with its quality and appearance. Most other supplies for the sign's construction have been procured, and sign building will commence this weekend. She showed the Board a metal structure designed for installing fence posts that she is considering for installing the sign: a metal post with a receptacle on its top to accommodate a 4X4 post, and metal legs tapering down about 30" to a point. The post is driven into the ground and the sign legs are then fitted into the receptacles and secured. The Board liked this option and had these questions and comment: Would these devices be strong enough to secure the sign during high winds, since the sign will act like a sail? Is there room to accommodate these deep punctures into the ground without disturbing our septic system, which is nearby? We might run into ledge trying to go that deep. Olivia will gather further information about the stability of the sign in wind with the newly proposed sign legs, and will contact Stearns Septic and DigSafe to gather further information about the location of the septic system. She will report back to Dawn or Pat via email. The previous plan, to install the sign on concrete footers, remains on the table as Plan B. Dawn alerted Olivia that the neighbors on the north side would like to be consulted with about the exact placement of the sign, so that it does not compromise visibility coming out of their driveway. Olivia will do so. The Trustees expressed much enthusiasm for the project and again expressed their gratitude to Olivia for her contributions to the library.
3. Approval of minutes: The minutes of the May 15, 2023 meeting were amended as follows: a correction was made to the name of one of the library's funds. Following a motion made by Betsy and seconded by Megan, the minutes were unanimously approved.

4. Treasurer's Report: Megan presented and the Board discussed the Treasurer's Report. There were no significant financial transactions in May and all was seen to be in order. The Treasurer's Report was unanimously accepted after a motion made by Rita and seconded by Betsy.
5. Librarian's Report:
 - a. Included was "Intellectual Freedom," Appendix G of the NHLTA Trustee Manual dated December 2022.
 - b. Circulation, Attendance, and Highlights
 1. **Circulation*: Circulation declined as compared to last year. May 2023 was 20% lower than May 2022. YTD circulation was 5% lower than last year.
 2. **Attendance*: Attendance continued to increase significantly as compared to last year. May attendance was up 26% from last May; YTD attendance was up 53% from YTD May last year.
 3. **Program Highlights*: The tie-dye event for which staff member Megen secured a grant was a success. The symphony of Summer Reading Program events kicked off this week.
 - c. ***Facility***
 - * Hampshire Fire Protection on 6/15/23 inspected a portion of the library's fire protection system. None of the inspected areas failed or needed flushing. The Board briefly discussed wet vs. dry systems (the library's is a wet system) and recovering library materials from water damage should the system activate. An inspection of other portions of the library's fire protection system is scheduled for 6/30/23.
 - *The Board was updated on other facility items.
 - *The Adult AED replacement pads have arrived.
 - d. The report was accepted by a unanimous vote after a motion was made by Betsy and seconded by Rita.
6. Unfinished business
 - a. Board Committee Reports: *Facilities Oversight*: The Board wishes to ensure that the concrete repair and staining are accomplished before it is too cold. Dawn will follow up and report back to the Board. This will be placed on the Action Items sheet.
 - b. Update of *market and merit adjustments* for staff from Ad Hoc committee of Dawn, Megan and Beverly Marshall: Discussed during Private Session.
 - c. Update on *Dawn's Goals and Processes*: This is proceeding, but slowly.
 - d. Update from Betsy and Dawn: "*Being Dawn*": This proceeds, but slowly.
 - e. Update: jobs completed by Greg? Previously discussed.
 - f. Follow up of progress with *Olivia Britton's sign project*: Previously discussed.
 - g. **Volunteer Party Sunday, Sept 17** – The time was confirmed as **3 p.m.** Tasks will involve food, invitations, budget. Kim and Rita volunteered to do the

invitations; Pat and Betsy will prepare the list and Kim and Rita will do the invitations in August. We will discuss the menu at the August meeting.

- h. There was a brief review of the Action Items sheet.

7. New Business

- a. Evaluations – done in July and August. Staff evaluations are due to the town in August. The Director’s evaluation will be informed by a confidential survey that Pat will send out.
- b. Discussion of review project of Trustee Bylaws and Policies: To ensure that our policies are appropriate and relevant, the Chair asked Trustees to participate in a review of other libraries’ policies about collection development and reconsideration requests (or challenges from a patron about items in the library’s collection. She asked that Trustees search libraries’ websites for these two policies and note their observations, in particular, phrasing, clarity, too much/too little detail, sources for researching materials prior to purchase. Pat has selected the libraries most comparable to ours and will email Trustees with their assignments. Each Trustee will be asked to research 4 libraries. The Trustees asked Dawn to provide her proposal of how she would like our collection development and reconsideration requests policies to read, and Dawn agreed to do so. In our reconsideration policy as it currently stands, the Trustees have the final word, but Dawn is their agent.
- c. Discussion of need for July meeting: no need was seen for a meeting in July.
- d. Audit – Megan reminded us that the annual audit is due to Melissa in early August. This year, Rita will work with Megan to observe how the audit is conducted.

8. Tabled –

- a. Discussion of background checks for volunteers until September
- b. Update of Synology installations

9. Public Comment – Kate Cricco provided an update from the Friends of the Library. Their recent annual meeting, open to the public with an interesting presentation from local journalists, attracted 44 attendees. The FOL is replacing Stephanie Rearden, who resigned after becoming employed by the library. Term limits for their board members are under discussion. They have implemented a gardening/watering schedule. They are now offering passes to a new museum: the Christa McAuliffe Museum, and they now have two passes to VINS. The Friends are interested in further supporting library programming. Kate asked that Trustees email herself and/or Pat with ideas for programs. Kate will forward to FOL the Trustees request that the FOL work with Dawn to restart the adult programs of the NH Humanities Council. Kate noted that there are local Seed Savers groups who might be interested in presenting at the library.

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

- a. Rita made a motion to close the public session and Betsy seconded it. The motion passed unanimously. Betsy made a motion to enter non-public session and Rita seconded it. The motion passed unanimously and non-public session began.
- b. Meg made a motion to return to public session, which was seconded by Rita, and passed unanimously.

11. Return to public session.

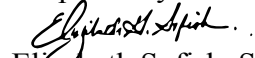
12. Adjourn: the meeting was adjourned at 7:07 p.m. by a unanimous vote after a motion made by Betsy and seconded by Rita.

Meeting Dates 2023 – 2024 @ 5:30 PM

2023: August 21, September 18, October 16 (Budget only), October 23, November 20, December 11

2024: January 22, February 12, March 18

Respectfully submitted,



Elizabeth Sofish, Secretary