



**Dunbar Free Library**  
Board of Trustees Meeting  
May 15, 2023 / 5:30 PM  
Minutes

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

Staff Present: Dawn Huston

Guest Present: Carole Wood, Friends of the Library

1. Call to order: The meeting was called to order at 5:38 p.m. by Pat.
2. Approval of minutes: The minutes of the April 17, 2023 meeting were unanimously approved after a motion made by Megan and seconded by Kim.
3. Treasurer's Report: Megan presented the Treasurer's Report. One item of interest is the receipt of a \$500 grant procured by staff. The Treasurer's Report was unanimously accepted after a motion made by Pat and seconded by Betsy.
4. Librarian's Report: Dawn reviewed the highlights of the Librarian's Report.
  - a. General report
    - i. *\*Circulation*: Circulation continues to increase as compared to last year. April circulation was 3,370 items, which was 7% higher than April of last year. YTD circulation was 36,585 items, up 10% from YTD April last year.  
*\*Attendance*: Attendance has increased significantly as compared to last year. April attendance was 1,034, up 26% from last April; YTD attendance was 10,980, up 54% from YTD April last year.  
*\*Highlights from attendance in April were*: 45 people (29 kids, 16 adults) at Pokemon Trading Night; Croydon Story Times: 6 sessions attended by a total of 85 children and 11 adults; Grantham Story Times Lapsitter: 4 sessions attended by a total of 40 kids and 36 adults.  
*\*Motion to approve* the request for reimbursement in the sum of \$825 from the Library Technology and Office Equipment ETF was made by Betsy, seconded by Richard, and passed unanimously.  
*\*Megen has obtained a second grant*, which will be used for an event in the Summer Reading Program.
  - b. Action Items (Excel)
    - i. **Facility**

- ii. \*The annual inspections of the smoke detectors, fire alarms, exit lights, and fire panel have been performed. The fire extinguishers have been inspected. Four of the sprinkler heads are out for testing; if any fails, all 39 sprinkler heads in the facility will need to be replaced.
- iii. \*Spring cleanup outside will commence when the lilacs are finished blooming.
- iv. \*The outside faucet will be connected after the threat of freezing has passed.
- v. \*The main rug cleaning has been completed; high traffic areas will be recleaned again as needed.
- vi. \*The AED replacement pads have been ordered but are currently on back-order.
- vii. \*Our janitorial crew will clean the big windows on the outside; there may be an extra charge.
- viii. \*ARC Mechanical has been contacted about the A/C filters and fluid checks; Dawn will follow up with them.
- ix. \*Andy will help out while Greg is on LOA. He will set up the tent soon. He will also build the tank support. Dawn will check with him about other items on Greg's list that need to be addressed in a timely manner.
- x. \*Outstanding items include: repairing the concrete at the front entrance, repairing the water damage in the front lobby (drywall/paint), and staining the front entrance portico.

## 5. Unfinished business

- a. Board Committee Reports: *Facilities Oversight*: review calendar for upcoming items on Dawn's calendar: these items are covered in the Excel Action Items sheet discussed above.
- b. Update of *market and merit adjustments* for staff from Ad Hoc committee of Dawn, Megan and Beverly Marshall: This proceeds as planned; Dawn has provided detailed job descriptions; the committee meets again this week.
- c. Update on *Dawn's Goals and Processes*: This is proceeding; a new poster has received favorable responses.
- d. Update from Betsy and Dawn: "*Being Dawn*": This proceeds and is about halfway completed.
- e. Update: jobs completed by Greg?
- f. Follow up of progress with *Olivia Britton's sign project*: This is proceeding; Olivia has obtained the powder-coated metal and is finalizing the order for the letters.
- g. Update of *Synology installations*. Plan date for meeting with Mike: Meg will email Betsy and Richard about how to load Synology onto their PCs (Betsy on the DFL Secretary's laptop); Megan will contact Rita about getting it onto hers; Mike will help Mac people as needed (Pat and perhaps Rita); when the installations are finished, Mike will do a training for the trustees; there was discussion about the pros and cons of trustees using their own technology for library business
- h. Update of *Friends' front garden revitalization* project: Dawn discussed the project with the Friends; FOL will do the watering this year; the budget is not to

exceed \$400; we are not expecting the Friends to commit to maintaining this garden in perpetuity; project is proceeding

- i. *GPTG Proposal. Presentation?*: Dawn followed up with the GPTG after the April trustees meeting but has not had a response.
- j. *Masks for volunteers*: Dawn let staff know that masks for volunteers would become voluntary as of May 1; Dawn felt that the staff accepted the decision.
- k. *Trustees' Action Items*:
  - \**Alternative Trustee*: has taken the oath of office

## 6. New Business

- a. NHLTA Conference summaries: Dawn, Pat, Betsy, and Richard attended the conference. Each provided a written summary which has been emailed to all Trustees. Main issues/themes at the conference were:
  - \**Collection development*: Libraries should review their policies on this issue. Our collection development policy includes our reconsideration request process (next issue). Libraries should have clear policies and follow them to the letter. They should be communicated to staff and volunteers. Trustees have the final word on reconsideration requests. We will read our collection policy and be prepared to discuss it at the June meeting. Dawn will email sample policies and the ALA's stance on intellectual freedom to us. She will also flesh out our reconsideration policy and email this draft to the board by June 1<sup>st</sup>.
  - \**Reconsideration requests*: see Collection Development above
  - \**Ematerials*: There are moves afoot by coalitions of publishers and authors to move away from libraries being able to purchase (own) copies of books which they can then lend out over and over again. The coalitions prefer that libraries lease (rent) ematerials; these leases could expire every 2 years so libraries would have to pay again to re-lease the items. One organization at the forefront of resisting this is Library Futures, whose ED, an Intellectual Property attorney and a Librarian, was a presenter at the conference.
  - \**Other*: a New Hampshire Municipal Association attorney reviewed the basics of RSAs pertaining to libraries. A significant portion of this involved the Right to Know concepts. He recommended that trustees establish an email exclusively for library work rather than use their personal emails. The NHMA will provide legal advice and training to libraries.
- b. Discussion of volunteer party: where and when – We selected September 17 at the library at 3 pm with a menu of appetizers rather than lunch like we did last year. Last year's was purposefully a bigger shindig because it was the first one in three years. We discussed what a reasonable budget approach would be for this. At the June meeting we will make our specific plans for the party.
- c. Books for LFL: we need adult books and books for toddlers and very young children. We asked the trustees and Friends to put out the word.

## 7. Tabled -- Discussion of background checks for volunteers until September

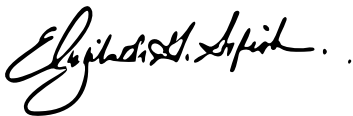
8. Public Comment -- Carole Wood invited everyone to the Friends of the Library's annual meeting this Friday evening at the Town Hall. Doors open at 6 and the presentations start at 6:30 sharp. Speakers from DayBreak, the NH Bulletin, and the Valley News will discuss local journalism in these times. There will be a short business meeting following the presentations.
9. Non-Public Session as per RSA 91-A3, II: none
10. Adjourn: the meeting was adjourned at 7:22 p.m. by an unanimous vote after a motion made by Meg and seconded by Kim.

Meeting Dates 2023 – 2024 @ 5:30 PM

2023: June 29, July 17 (if needed), 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

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