



Dunbar Free Library
Board of Trustees Meeting
December 12, 2022 / 5:30 PM

Trustees Present: Pat Beasely, Megan Alexander, Rita Friedman, Connie Horton, Elizabeth Sofish (Betsy), Kim Leute (Alternate)

Trustees Absent: None

Guests: Olivia Britton, Melissa Britton, Jane Deane Clarke, Pat Brooks

1. The meeting was called to order by Pat at 5:38 p.m.
2. Pat noted that the November meeting was cancelled because of lack of a quorum due to illness.
3. Minutes of the meeting of October 26, 2022 approved unanimously. Betsy motioned and Megan seconded.
4. Email meetings for approval of staff holiday gifts were approved unanimously. Rita motioned and Connie seconded.
5. The agenda was adjusted to allow for guest Olivia Britton to next give an update on her library sign project. Olivia displayed a cardboard model of the sign to show us the actual size. She reported that:
 - a. The Grantham Planning Board has given conditional approval and will give final approval after the next plan update;
 - b. The sign will be 5'x3' and held up by 4x4" posts fastened onto concrete footers that have been designed to not interfere with the septic system;
 - c. She has investigated the size for our front area; the chosen size will look proportional, be noticeable, but not stick out too much;
 - d. The sign will be made of galvanized steel treated to be weather-resistant;
 - e. It will be constructed of two pieces of metal with a panel in between; it will be strong enough to resist wind; it will be weighty;
 - f. It will have a mantle of 1-2 inches to provide some shelter;
 - g. It will be positioned 12 (or possibly a bit more) bricks in on the walk; Ken and Sandy will evaluate from their vehicles prior to final placement;
 - h. The bike rack is being relocated or discarded; it is not being used by the community;
 - i. How the metal will be attached to the posts is currently being finalized;
 - j. It is designed to be used with 4x6" magnetic letters; Olivia will ensure this is the right size by doing a survey of the readability of other signage in the community;
 - k. The sign will have thin registration lines to help position letters evenly;
 - l. Both of the sides of the sign will be available for messages;
 - m. There will be S hooks on the bottom of the sign to hold other promotional banners;
 - n. It's going to be completely blank so we will have the whole space to use for promoting events like "Come and Read to the Donkey!"

- o. We can also make our own magnetic items to put on the sign;
- p. Staff or volunteers will update the sign;
- q. Olivia is going to build the sign;
- r. Current cost estimate is somewhat over \$200; Olivia is working on how it will be paid for.
- s. Jane Deane Clark recommended applying to the Grantham Garden Club for a grant; they offer up to \$500. If we want flowers under the sign, we need to be careful with getting enough soil for plants.
- t. Time frame: has to be done by Sept.; wants to have it done by spring.
- u. Olivia will collect data to measure the impact of sign, such as event attendance before and after, and asking people did sign have anything to do with their attendance at events.
- v. Olivia will send us an update for our February Trustees meeting and then monthly thereafter (via email).
- w. The Trustees were very enthusiastic about the project and thanked Olivia for her work to make this happen.
- x. Betsy motioned that the Trustees approve Olivia's update about her sign project. Megan seconded. The motion passed unanimously.

6. Reports

a. Treasurer Reports:

Megan presented the October and November Treasurer Reports. After review and discussion, Betsy motioned that the reports be approved; Connie seconded; the vote was unanimously in favor.

b. Librarian's Report:

Dawn reviewed her November Librarian's Report, including financial data and circulation statistics. Main discussion items were:

- Reimbursement from the ETF for the website redesign. Dawn will complete this, along with requests for reimbursement for other items from Mike, this week.
- Knitting Program was so popular that the group is continuing as a knitting night. Everyone is welcome.
- Building/Maintenance: There is a possible issue with some of the plumbing in the building. Dawn will follow up with Shakes to Shingles and ARC.
- The library's programs are attracting good attendance and circulation is increasing.

Following the discussion, Connie motioned that the Librarian's Report be approved; Betsy seconded; the motion passed unanimously.

7. New Business

a. 2023 Holiday Calendar:

Dawn will present a proposed holiday calendar for 2023 at the next Trustees' meeting on January 23rd. The January holidays that will have passed by the time of the meeting (January 2nd and MLK Day) were either already approved or are standard.

b. One-Time Holiday for 2022:

The Trustees discussed and approved the addition of December 26, 2022 as an extra holiday for this year only, due to the nature of the 2022 calendar. Connie motioned; Megan seconded; the motion passed with unanimous support.

8. Unfinished Business

a. Board Committee Reports

- Pandemic Crisis Response and Recovery:

The Trustees discussed the current pandemic situation; cases are up but the current protocol of requesting but not requiring masks was considered to remain appropriate. Betsy motioned that the current protocol be maintained; Rita seconded; the vote was in favor with no dissenting votes or abstentions.

- Facilities Oversight:

Done; this item will be removed from future agendas.

- Final Synology update from Dawn:

Synology is up and functioning. We have been retaining the old server to be sure there's nothing else on there that we need. We agreed to retire the old server in June 2023; Dawn will take it to Best Buys.

b. Background check for new employee substitute; appointment letter:

Background checks are maintained by the town. Ann Jasper has mailed in the background checks including for the new DFL staff person; we are waiting for it to be processed in Concord. This can take a long time, but we cannot hire until it's done.

c. Report (final?) on investigation of lights in reference area:

Dawn has been unable to reach George, and has moved on to trying to contact Warren Kimble. Dawn will do this by next week and will report at the January Trustees' meeting.

d. Update of progress of Goals, Processes and Procedures from Dawn, Betsy and Pat:

Dawn and Betsy have made some progress on this; they will provide a more complete report, and hopefully have this close to completion, at the January meeting.

e. Laptop for Treasurer:

The Treasurer has been utilizing a personal laptop for DFL work, and the laptop is about to crash. The Trustees discussed purchasing a laptop for the Treasurer's use which will be owned by DFL and be passed from Treasurer to Treasurer. The Treasurer's work requires Windows, the MS Office Suite, and McAfee for security. Betsy offered a motion that we purchase such a laptop, searching for deals for nonprofit organizations, for example, through TechSoup, for a cost of \$1,000 or less. Rita seconded the motion, which passed unanimously. Dawn and Megan will take this action.

f. Appointment of Trustee to review and present info about Human Library:

The board discussed and decided not to pursue this at this time but rather to continue with other options such as inviting interesting people to do a library program.

g. Update on bi-monthly meetings with Mike Brodeur from Dawn:

Haven't set up a schedule. Dawn to report in January on this. We are all getting back on track.

h. Update on bi-monthly meetings among Pat, Rita, and Dawn:

These are resuming no later than January.

i. Update of budget/selectmen meeting from Megan:

The Town recommends that 8% increases for all staff. Megan moved that we accept that recommendation; Betsy seconded; the vote was unanimously in favor.

9. Tabled:

a. Strategic Plan 2022-2027 editing update from Connie

b. Discussion of Action Items from August meeting to include standing agenda and delegation

10. Public Comment

a. Jane Deane Clarke, Friends of the Library:

Jane thanked us for inviting the Friends. She suggested that the library trustees investigate Braver Angels, who work to bridge gaps between the two political parties. Jeannie Sperry, a psychologist in Grantham, is involved. This could be an event, or an ongoing training, sponsored by the library. Betsy will investigate after her current project with Dawn is complete. FOL is sending over 200 email about library events to persons on their mailing list. This might be contributing to the increase in circulation numbers.

b. Pat Brooks, Friends of the Library:

Attending the trustees meeting helps new FOL members to stay on the same page.

11. Non-Public Session as per RSA 91-A3,II: none

12. The meeting was adjourned at 7:04 pm. Betsy made the motion, Pat seconded, and everyone voted in favor.

Meeting Dates for 2023:

January 23, February 13, March, 20

Respectfully submitted by Elizabeth Sofish, Acting Secretary

A handwritten signature in black ink, appearing to read "Elizabeth Sofish". The signature is fluid and cursive, with a period at the end.