



Dunbar Free Library
Board of Trustees Meeting
August 21, 2023 / 5:30 PM
Minutes

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

Staff Present: Dawn Huston

Guests Present: Bridget Rowan, Friends of the Dunbar Free Library

1. Call to order: Pat called the meeting to order at 5:41 p.m.
2. Approval of June 26, 2023 Minutes: Two corrections to the draft minutes were made: Rita's name was added twice to item G.6. The corrected minutes were approved with a unanimous vote after a motion made by Richard and seconded by Rita.
3. Treasurer's Report: Megan presented and the Board discussed the Treasurer's Report. She noted that the report was for July 2023. Megan has submitted all of the information for the audit. The auditors may meet this week. **Megan** will review the materials and audit process with **Rita** (expected to be the next Treasurer) after the results come back. Melissa requested further information about time frames and that IT subaccounts be listed separately. **Dawn** will send her this information within 2-3 days from now. Betsy made a motion to accept the Treasurer's Report, Pat seconded, and the motion passed unanimously.
4. Librarian's Report:
General Report:
 - a. Circulation, Attendance, and Highlights for June and July
 1. **Circulation*: June 2023 circulation was 5% lower than June 2022. July circulation was 6% higher than July 2022.
 2. **Attendance*: Attendance continues to increase with a whopping 50% gain in June 2023 over June 2022. July 2023 attendance was 16% higher than July 2022.
 3. **Program Highlights*:
 - a. The Summer Reading Program was a huge success with over 100 participants. The tie-dye event in July was enjoyed by 104 participants. Sunapee's Sanctuary Dairy Farm Ice Cream is donating ice cream cones to all kids who turn in their reading logs.
 - b. The next Pajama Time Story Time is on August 28th.

- c. September's book-to-movie is "Philomena," and October's is "The Notebook."
- d. In June:
 - i. * 11 Story Times with 143 attendees
 - ii. * 62 participants in two visits to Croydon
 - iii. * 171 people at GVS
 - iv. * GVS-sponsored Summer Reading Program opener, two sessions: 265 attendees
 - v. * Book-to-movie "Moneyball" had 6 people
 - vi. * PJ Story Times had 13
 - vii. * Sleepover: 15-25
 - viii. * Stitch Happens – 13 people over three Mondays
 - ix. * Tween Book Club – two books discussed and one movie enjoyed
- b. **Financials** – Financials were included in the report. Discussion of financials was tabled.
- c. **Facility**
 - Hampshire Fire Protection replaced 4 sprinkler heads on 6/30/23. None failed the testing, so no others needed to be replaced.
 - Gibson's has completed the spring clean-up.
 - Buddy Rowe has turned on the water faucet.
 - The Adult AED replacement pads have arrived.
 - Andy will complete the staining, concrete walk repair, and water damage repair.
 - Andy has completed the support for the tank.
- d. **Equipment**
 - The pediatric AED pads have a flaw in the performance of the adhesive but can be made to work should an emergency arise before the replacements arrive, which have been ordered. The police chief explained the work-around to Dawn who shared it with staff.
 - One of monitors for the public computers was replaced.
- e. The report was accepted by majority vote after a motion was made by Rita and seconded by Richard. There was one nay vote.

5. Unfinished business

- a. Board Committee Reports: *Facilities Oversight*
- b. Update on *Dawn's Goals and Processes*: This is suspended for the summer and will resume soon.
- c. Update from Betsy and Dawn: *"Being Dawn"*: This is suspended for the summer and will resume soon.
- d. *Evaluations*: Staff evaluations are in progress with a due date of 8/31/23. The use of Survey Monkey for Trustee's feedback for Dawn's evaluation was problematic and another vehicle will be used next year. Pat will research and recommend one. Dawn's evaluation is scheduled for 8/29/23.

- e. *Background Checks for Volunteers:* Background checks for volunteers, although currently not required by the state or town, are expected to be mandatory in the near future and are strongly recommended by the NHLTA (New Hampshire Library Trustees Association). Questions are: (1) Do we or do we not begin to require background checks for volunteers? (2) If we do require checks, do we require everyone or do we grandfather anyone? (3) If we do require checks, should any volunteers be exempt from the requirement, such as those who normally work outside the library? (4) Are there any such volunteers? (5) Who completes our volunteer paperwork and is designated an official volunteer? (6) If we do require checks, how do we keep information current, for example, by requiring yearly attestations from volunteers? (7) Do we want to require yearly attestations from staff (who are background checked upon hire)? (8) Are Trustees “volunteers,” and whether we are or not, should we do background checks? (9) If a volunteer refuses to allow a background check, what should be our response? At the September meeting, Dawn will report on the definition of volunteer, answering questions (4) and (5) above. Pat will consult with Primex. Rita will call NH Employment Services. The Trustees will vote on this at the September meeting so that any expenses can be added to next year’s budget. If the Trustees determine that we will implement background checks on some or all volunteers and/or Trustees, Pat has asked Betsy and Kim to craft our policy after the vote.
- f. *Collection/Reconsideration Policy:* Trustees have sent their research data to Pat, who has formed a committee to take the process forward. The committee, populated by Richard, Dawn, Mark Kendall, and Beverly Marshall, will meet in September/October. Pat will help coordinate meeting times. Their recommendations are expected in October. Megan made a motion to approve the committee which was seconded by Rita and passed unanimously. Betsy made a motion to proceed with examining our collections/reconsideration policy, Megan seconded, and the motion passed unanimously.
- g. *Acknowledgement of Sign Creator/Designer:* **The Trustees would like formally to express our huge gratitude to Olivia Britton for her gift to the library of the new library sign.** The Trustees agreed to purchase and prepare a special thank you card that each Trustee will sign for Olivia to include in her project portfolio. **Pat will purchase** an appropriately youthful but professional card.
- h. **Volunteer Party Sunday, Sept 17th, 3 p.m.:** Kim, Rita, and Megen P. have prepared and mailed the invitations. The Trustees were pleased with the design. The party’s budget is \$500 plus a \$50 donation from one of the Trustees. Trustees should be available on Saturday, Sept 16th during certain hours to help with party preparations. Trustees should be available all day on Sunday, Sept 17th to help with preparations, party, and clean-up. This year we will have smaller amounts of simpler food and no catering. Each Trustee should plan to contribute 2-3 items for the party. Pat will bring non-alcoholic sangria. Betsy will bring vegan brownie bites and vegan cheese to be added to a crackers/cheese/olives charcuterie. Pat and Betsy will prepare the signs for the foods. Trustees should

keep receipts for items purchased for the party. Pat will call everyone to coordinate further.

6. New Business – none
7. Tabled –
 - a. Update on Synology installations
 - b. T-Mobile grant
8. Public Comment – Bridget Rowan from the Friends of Dunbar Free Library gave a brief update indicating that programming work with Megen is going well. The Friends did not meet in July and their August meeting is upcoming.
9. Adjourn: the meeting was adjourned at 7:11 p.m. by a unanimous vote after a motion made by Betsy and seconded by Rita.

Meeting Dates 2023 – 2024 @ 5:30 PM

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

2024: January 22, February 12, March 18

Respectfully submitted,

Elizabeth Sofish, Secretary

