



Dunbar Free Library
Board of Trustees Meeting
April 15, 2024 / 6:00 pm

Minutes

Trustees Present: Chair Elizabeth Sofish, Treasurer Rita Friedman, Richard Sachs, Melissa Briton, Marc Bernstein; Alternate: Pat Beasley

Library Director: Dawn Huston

Guests: Friends of the Library Michele Dominy

1. Call to order – Betsy called the meeting to order at 6:07pm.
2. Minutes from March 18, 2024 – Betsy made note of Dawn's changes /corrections penciled in the copy of minutes provided for the packet. Marc motioned to accept the minutes with noted changes, Melissa seconded the motion and the vote to accept was unanimous.

3. a. Treasurer's Report – Richard motioned to approve the report as presented, Betsy seconded the motion and vote was unanimous.

b. Librarian/Director Report –

i Betsy has asked Dawn to continue with bullet points in the written report, but just to give a summary so board can see the overview with the data still be attached to her report, and to simply hit the highlights of what she felt was important for the trustees to know.

Dawn began report presentation by noting that the attendance of 152 people for the program by Mary Kronenwetter is a record.

Melissa asked for clarification of library attendance. Dawn replied that she will amend her report to clarify that it should indicate that it is attendance that is up slightly.

Items ii through iv were mentioned briefly.

vi. Town Inspection Report was reviewed briefly, noting items and issues that needed immediate address as well as minor items; office clutter remains an issue, which Betsy stated the board would continue to monitor.

vii. Betsy thanked Dawn for presenting pictures and a written summary of the Grantham Garden Club's proposal to place a Little Free Library, devoted to gardening books, on the DFL grounds. Further Betsy mentioned that the GGC have committed to stocking it, but that a location needed to be decided. After Dawn advocated for a location on the far side of the parking lot,

Melissa made a motion to place it near the former butterfly garden on the far side of the parking lot, Marc seconded the motion and the vote was unanimous.

4. Other Continuing Business

a. Pat Beasley was approved as an alternate trustee by the Selectmen and sworn in today for a one-year appointment.

b. Marc agreed if someone was only needed for the mechanics, he would agree to secretary duties for a while. Pat agreed to continue as a scribe for minutes and stated that she would send him a prepared list of past secretary duties. Rita asked that minutes no longer are headed by the wording Draft Minutes, explaining that minutes were by definition draft until such time as they were approved and at which time they would be called Approved Minutes; she pointed out that the other Town boards/committees do not include the word Draft. Betsy asked that today's meeting minutes not include the word Draft for convenience for Rita with respect to some banking issues and tabled further discussion until the next meeting.

Because of some concerns about process of becoming a signatory at either of our banks, Betsy informed the board that she and Rita will be reviewing where we have money/accounts, and gathering information to present to the board to assess streamlining or re-organizing. Rita will take the lead and Betsy will support her during that process.

Rita explained that at this time either she needs to bring minutes saying that the board has voted her as online administrator of the accounts at Sugar River Bank or she nor any other trustee will be able to move money if necessary until the next meeting because of a regulation from Sugar River Bank as witnessed by Betsy and Rita in a meeting with a bank representative.

Melissa made a motion to authorize Rita Friedman, DFL Board of Trustees Treasurer, to be the online administrator for all accounts of Dunbar Free Library at the Sugar River Bank. Motion was seconded by Richard, 4 votes in favor and 1 abstention.

3. b (Cont.) Rita made a motion to approve the Director/Librarian's report. Betsy seconded and vote was unanimous.

(4) c. No comments or discussion of facilities oversight

d. All trustees now have DFL Trustee emails.

f. Betsy will make paper copies of documents in a notebook of handbooks for each trustee.

e. Betsy reminded everyone that each trustee has a mailbox in the library

work room to check periodically.

g. In response to Betsy's question concerning Volunteer Procedures, Dawn said they were now entered into the Procedures Handbook. Betsy noted that she would like to organize documents and information such as the contact list for the trustees. Pat stated that she will have the approved revision of the Bylaws and Policies updated by the next meeting as well as sending Betsy the 2 items needing updating in the Personnel Handbook. Dawn would like to add an additional item for discussion for possible inclusion concerning staff vacation time. Pat suggested that review of the minutes and Personnel Handbook with respect to re-appointment of staff would be advisable at the same time as other items in the handbook would be discussed.

h. Betsy suggested that everyone become familiar with NHLTA and their resources. She, Rita and Richard encouraged everyone to attend the Annual NHLTA conference in May. Dawn will co-ordinate registrations from trustees who will attend. Dawn will send in membership details for DFL Trustees. All trustees agreed to have the newsletters sent to their homes vs. their library mailboxes in the work room.

A discussion revisited 3. b. iv and v. Dawn provided some information and directed trustees to website information about two possible programs which might be paid for by the trustees, Little Red Wagon (\$550) and Tailwise program (\$350). Trustees responded that they respected Megen and had faith in her abilities to pick appropriate programs; they agreed that they would like to have advance knowledge of programs for which they would pay before any commitment to the vendors/companies have been made.

Dawn explained that historically past boards had received donations, money not part of the public funds from the Town of Grantham, which they felt should be spent on programs enriching the community.

Rita made a motion to approve these two expenditures from the Trustee Operating account for the programs Little Red Wagon and Tailwise, Richard seconded, and the motion was approved unanimously.

5. New Business - Marc asked questions concerning our banking accounts as did Melissa. Betsy stated that she would add those questions to the banking information and procedures that she and Rita would be reviewing in the coming months.

6. Friends of DFL - Member Michele Dominy commented that there is a Friends' Board meeting Thursday, April 18 @ 1:30 by Zoom. Dawn as Director and Betsy as Chair are always welcome and included in those meetings if they are able to attend. She reminded members of the Friends'

annual meeting at the Town Hall, Lower Level on Friday, May 10, from 7:00

to 8:30 with a program to follow with representatives from three local bookstores addressing bookstores as well as libraries as community partners.

7. Public Comment – None

8. Non-Public Session per RSA 91-A3,ii – None

9. Adjourn – Meeting was adjourned at 7:16pm after Richard made the motion and Betsy seconded.

Respectfully submitted by Marc Bernstein, DFL Secretary

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