

Dunbar Free Library  
Board of Trustees Public Minutes  
January 24, 2022

Trustees present: Megan Alexander, Pat Beasley, Connie Horton, Mark Kendall, and Beverly Marshall (Chair)

Trustees not present: Kimberly Leute (Alternate)

Administration/Public present: Dawn Huston (Director)

Call to Order - The meeting was called to order at 5:35 PM.

Minutes – The December 13 Board meeting minutes was motioned for approval by **Connie** and seconded by **Pat**.

Treasurer Report:

- **Megan** reported the receipt of \$350.00 in donations towards the Joyce S. Andrews Memorial Fund. This was in addition to another \$1,500 in December donations for a total of \$1,850 for the month.
- \$47.37 in income was received via the “donation jug” which, moving forward, will be allocated to the general operating account rather than “fines and lost media”.
- There was a total of \$860 in holiday gift expenses in December.
- The Treasurer report was motioned for approval by **Mark** and seconded by **Connie**.

Librarian Report:

- For the month of December, **Dawn** reported 737 individual patron visits to the library and 18 curbside service pickups. Totals for the fiscal year to date are 4,165 in-person visits and 265 curbside pickups.
- **Dawn’s** written report featured a mid-fiscal year facilities and maintenance update. This included a notation regarding efforts underway to replace the existing 2014 Dell storage/networking server (estimated cost of \$660) and this expense would be allocated to the library/technology CRF.
- Librarian Report was motioned for approval by **Megan** and seconded by **Mark**.

New Business

- COLA Increase - Board unanimously agreed to support a 5.5% cost of living increase for non-Director library staff in order to ensure consistency with the COLA increase for Town of Grantham employees (as previously approved by Grantham Board of Selectmen).

Unfinished/Open Business

A. Board Committee Reports:

1. Crisis Response and Recovery

-Review current protocols as they pertain to current COVID infection rates in Grantham

- **Dawn** noted that library story time sessions may challenge the current limit of 12 individuals in the library building at one time. Moving forward, story time attendees will need to register in advance on a ‘first come-first served’ basis to ensure that current building attendance limits are maintained.
- Discussion followed on viability of library providing patrons with higher quality and safer surgical and/or n95 masks where patrons have cloth (or no) masks.

-Discuss communicating with legislators about RSA 91-A:2-III

- Board acknowledged that there was little likelihood of legislative action authorizing the return to remote meetings during this phase of the pandemic. **Beverly** consulted with municipal attorney who confirmed that they would not support efforts to make any changes to RSA. As a result, current meeting protocols will remain in effect.

## 2. Facilities Oversight

- **Megan** commented that plans for CRF spending in the coming year would be prepared in advance of the February town budget meeting.
- Per **Dawn**, the blinds that have arrived at the library are awaiting installation.

### c. Strategic Plan 2022-2027:

- **Connie** noted that to date we have received 178 completed electronic surveys as well as one (1) non-electronic version.
- There will be a final push this week via library newsletter, town listservs and via Grantham School encouraging Grantham residents who have not responded to survey to please do so. This will include a reminder of the \$100 Visa gift card raffle eligibility for completing the survey. Deadline for all surveys is **Friday, January 28 at 5:00 PM EST**.
- Final survey results will be consolidated and reviewed by Strategic Plan Committee.

### d. Dawn's Goals from Annual Review Report

- In advance of the Board meeting, **Dawn** provided an update of progress towards her mutually agreed (Dawn and Board) goals for 2022.
- **Dawn** acknowledged that she feels her current filing space/drawers are adequate to meeting her needs and that she would work to schedule dedicated filing time each week to assist with paper organization and reduce potential clutter.
- **Dawn** also will continue to utilize the no-cost version of Mailchimp for library e-newsletters. She will share Mailchimp log-in credentials with on-site staff to assist with the newsletter as needed.
- **Dawn** provided a comprehensive listing of all existing library technology including acquisition date, original costs (when known) and anticipated replacement timeline and costs for select items. She noted her preference and previous success with acquiring refurbished technology (generally with a three-year warranty and at a lower cost than brand new). **Dawn** added that replacing library desktop computers every five (5) years is a good schedule. Existing library technology requiring Windows 10 will continue to be supported through at least October, 2025 according to **Mark** (per Microsoft website). Total estimated cost of priority replacement items is \$1,950 to \$3,782.
- At the next Board meeting on February 16, **Dawn** will provide her first draft of a document listing key/critical responsibilities of Director. This will include information on what procedures/protocols are to be followed in event of Director's absence.

### e. Website: Committee formation

- Board agreed that the formation of a *small* committee for the development of a new library website should proceed. All members also agreed that **Julie Benson** gave a solid presentation at the December meeting regarding her prior experience and knowledge in developing websites and that we would welcome her playing a key role in the new library website design. **Megan** will plan to meet with Julie to discuss next steps and gauge her level of interest in assuming a lead role as well as a possible timeline and flat-fee compensation. Further discussion to follow at subsequent Board meetings.

**Tabled :**

- a. Croydon Program
- b. How Do I? program - next steps
- c. Human Library

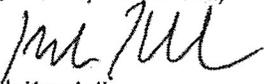
**Public Comment:** None

**Non-Public Session as per RSA 91-A3, II:** None

**Adjourn:** Motion to adjourn approved by **Pat**, seconded by **Connie** at 7:06 PM.

**Upcoming DFL Board meetings:** February 16 and March 21, 2022. All meetings scheduled for 5:30 PM at Dunbar Free Library.

Respectfully submitted,



Mark Kendall  
Secretary, DFL Board of Trustees