

Dunbar Free Library  
Board of Trustees Public Minutes  
February 16, 2022

**Trustees present:** Megan Alexander, Pat Beasley, Connie Horton, Mark Kendall, Kimberly Leute (Alternate) and Beverly Marshall (Chair – attending via Zoom)

**Trustees not present:** None

**Administration/Public present:** Dawn Huston (Director), Rita Friedman (DFL Board Candidate)

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

**Minutes** – The January 24 Board meeting minutes was motioned for approval by **Pat** and seconded by **Megan**.

**Treasurer Report:**

- **Megan** noted the receipt of a \$200 reimbursement from the NH Humanities Council for a library program held on February 3. In addition, two (2) donations totaling \$70 were received and posted to the Trustees non-public funds while \$350 in previous donations were transferred, per donor request, from non-public funds to the Joyce Andrews account.
- The Treasurer report was motioned for approval by **Mark** and seconded by **Pat**.

**Librarian Report:**

- For the month of January, **Dawn** reported 668 individual patron visits to the library and 15 curbside service pickups. Totals for the fiscal year to date are 4,833 in-person visits and 280 curbside pickups. **Megan** commented on the positive trend in circulation statistics for January.
- **Dawn** reported that the new library server replacement is on order and that a laptop computer has been purchased. New window blinds have been installed.
- **Dawn** mentioned that library staff will receive product training on March 1 on the Weiss Financial services that DFL makes available to library patrons.
- Librarian Report was motioned for approval by **Pat** and seconded by **Mark**.

**Unfinished/Open Business**

A. Board Committee Reports:

1. Crisis Response and Recovery

- While the local pandemic situation is improving, Board and Dawn agreed that there was little reason to justify altering current existing library safety protocols. One possible change discussed was the idea of increasing (by three) the number of individuals in the library at any one time from the current limit of 12 to 15. **Dawn** will discuss this proposed change with library staff and, if the staff supports the change, it will be placed into effect.
- With **Beverly** and **Mark** (the two members of the Crisis Response and Recovery committee) leaving the Board in March it was agreed that it would be beneficial to transition their role(s) to another Board member. **Pat** offered to assume this role and **Mark** will plan to meet with **Pat** in the next couple of weeks to review and share existing documentation.

2. Facilities Oversight

- **Megan** presented a library repair CRF planning document outlining the current CRF balance (approximately \$41,000) with anticipated expenses over the coming year

(furnace, two air conditioning units, hot water heater and electrician costs). Anticipated year end library repair CRF balance following these projects will be \$14-15,000.

- Document also outlined anticipated expenses for projects over the next several years. The potentially largest unknown expense could be the septic system which is now 31 years old.

B. Strategic Plan 2022-2027: Update

- **Connie** reported that the town wide library survey was completed with 299 responses received, significantly more than previous library patron surveys.
- Next step is for Strategic Plan committee to meet and review survey results. Meeting currently planned for February 26.

c. Dawn's Goals from Annual Review Report

1. *Due February 16: Create initial document listing key/critical responsibilities of Director and key responsibilities of the Director, to include procedures and processes in case of the Director's absence.*

- **Dawn** submitted initial list/draft of processes to be followed by library staff in event of her absence. **Mark** and **Pat** to meet with **Dawn** in next two weeks to discuss in more detail.

2. *Left over from January discussion: Status of boxes at Director's residence.*

- Boxes have been returned to DFL.

d. Website: Update on agreement with Julie Benson including timeframe and fee schedule.

- **Megan** shared with Board a draft agreement for the DFL website redesign between DFL and Julie Benson. She noted that she plans to revise the draft to include an arbitration clause in the agreement.
- Current schedule calls for project to commence on February 28, 2022 with final design completion targeted for June 28, 2022.
- Total fee to be paid is \$1,000 (from existing Library Technology CRF account).
- **Pat** raised question of DFL ownership of new logo once created for web site. Efforts will be made to ensure this.

Tabled :

- a. Review Director's progress on goals at April, July, and October Board meetings
- b. Croydon Program
- c. How Do I? program - next steps
- d. Human Library

New Business

a. *Discuss process for transferring documents (ie, Personnel Policy Handbook, By-Laws) to new Board chair in March (currently held by Beverly and Mark).*

- **Mark** will transfer Personnel Policy Handbook to new Board Chair. Handbook was last updated in August, 2021 and there are no pending changes to be made at this time. **Mark** will also update and transition By-Laws with changes (noted below). **Beverly** to provide **Mark** with By-Law's documentation for editing.

b. *Discuss signatories for Sugar River and Bar Harbor Savings accounts.*

- Present signatories are **Beverly**, **Mark** and **Pat**. Board voted unanimously to add Board member **Constance Horton** as a signatory on bank accounts.

c. *By-Law Policy Changes: (1) borrowing times for certain items and (2) fines.*

- **Dawn** presented draft amended text for the lending of physical library materials as well as policies for overdue fines. Board agreed that policies for overdue fines should be revised to read "policies for overdue materials."
- Discussion on materials included changes to the lending policies for television series (increased to two weeks) and telescopes (discretionary renewals). **Dawn** will draft and submit for inclusion

in the by-laws revised text related to lending protocols (museum passes, etc.) for Croydon borrowers.

- **Dawn** noted the additional statement to the policy for overdue materials to include that if necessary, per NH statute, the library may turn over information about “excessive, egregious overdue items to the police.”
  - **Mark** will update existing by-laws with changes discussed including revising the cover page of the manual to read “*DFL By-Laws and Library Policies*”.
- e. *Staff attendance and costs to attend library conference.*
- Board agreed to allocate up to \$1,000 (from non-public Trustee funds) for registration and travel costs related to the upcoming October joint New England Library Association (NELA) and NH Library Association (NHLA) conference in Manchester. Conference details are limited at the present time, but **Dawn** will continue to monitor. This represents a significant training opportunity for library staff.
- f. **Megan** stated that the Library Director must attend all town budget meetings as well as annual Town Meeting. This protocol is unanimously supported by all Board members.
- g. **Megan** and Board thanked **Beverly** and **Mark** for their service to Board and library as their terms come to an end next month. **Kim** announced that she would continue to serve as an alternate Board member.

**Public Comment:** Rita Friedman, a DFL Board candidate in this year’s town election, commented that she found the Board meeting informative and was pleased to have attended.

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

**Adjourn:** Motion to adjourn approved by **Pat**, seconded by **Connie** at 6:53 PM.

**Upcoming DFL Board meetings:** March 21, 2022, 5:30 PM at Dunbar Free Library.

Respectfully submitted,

*Mark Kendall*

Secretary, DFL Board of Trustees