

## **Dunbar Free Library**

Board of Trustees Meeting

April 17, 2023 / 5:30 PM

Approved Minutes

Present: Pat Beasley, Megan Alexander, Rita Friedman, Richards Sachs, Elizabeth Sofish (Betsy), Dawn Huston, Norah Peterson (FOL)

1. The meeting was called to order by Pat at 5:34 p.m.
2. Slate of Officers. The Trustees reviewed the slate of officers for the Board of Trustees for 2023-2024:  
Chair: Patricia Beasley  
Secretary: Elizabeth Sofish  
Treasurer: Megan Alexander  
A motion to accept the slate of officers was made by Betsy, seconded by Rita, and passed unanimously.
3. The minutes of the meeting of March 20, 2023 were reviewed. A motion to approve the minutes was made by Richard, seconded by Rita, and passed unanimously.
4. The Treasurer's Report was presented by Megan and discussed. It was quiet month with the only item of note being a reimbursement from the ETF for the recent tech purchases. A motion to approve the Treasurer's Report was made by Betsy, seconded by Megan, and passed unanimously.
5. The Librarian's Report including action items was presented by Dawn and discussed. Items of note included:
  - a. Dawn reported on a proposal from the Friends of the Library to make continued improvements to the garden in front of the picture window on the front of the library. The proposal involves using pots of annual flowers for this year due to the incomplete soil reconstruction currently underway, and also involves trimming of the lilac bushes there. Dawn has committed Library Repair and Maintenance funds to pay for these projects. The trustees discussed the proposal and requested that Dawn discuss the proposal further with the Friends and to ensure that:
    - The costs remain within budget (Dawn's discretion)
    - Someone other than DFL staff or volunteers commits to appropriate watering/care;
    - The Friends commit to future maintenance of the garden; and
    - Further information is provided about the proposal to trim the lilacs prior to any action being taken.

- b. Dawn and the staff are in the process of selecting book-oriented shirts as a staff support item.
- c. Several staff have registered for conferences or training, virtual and in-person.
- d. Dawn gave a shout out to Terri for mastering Baker & Taylor's Sustainable Shelves program which involves their accepting of weeded books and print materials. More than 10 boxes of books so far have been packed to be sent at no cost to the library
- e. Upcoming events were reviewed.
- f. Financials through March were reviewed.
- g. Use of the library continues to increase. Year-to-date circulation for March 2023 was 10.5% higher than for March 2022. Year-to-date attendance through March 2023 was 9956 with 34 pickups, as compared to the same through March 2022 which was 6329 with 301 pickups. March 2023 circulation itself was 3.8% higher than March 2022; March 2023 attendance itself was 1103 with 2 pickups, while March 2022 was 798 with 9 pickups.
- h. Dawn also reported on several items which are covered under Unfinished Business in the Action Items.

A motion to approve the Librarian's Report was made by Betsy, seconded by Megan, and passed unanimously.

#### 6. Unfinished Business including Action Items Sheet

- a. Upcoming (April – May) Maintenance Items:
  - Spring clean up
  - Reconnect water to front faucet
  - Window cleaning
  - Rug cleaning
  - AED pad replacement
  - Tent set-up
  - Sprinkler inspection
  - AC filter change
  - AC fluid levels check
  - Fire extinguisher inspection
- b. Greg is on leave; Dawn will ask Andy to build the tank support; there is a list of items Greg is working on; Pat will provide it to Betsy to include on the Action Items.
- c. Packet for newly elected trustee and updated contact list have been distributed.
- d. Resolve lighting in reference area: Done but new outages have appeared.
- e. Olivia's sign project: Supplies are ordered; powder-coating has been figured out; project continues.
- f. Meetings with Mike Bodeur: Mike and Dawn are meeting tomorrow; Pat continues to want to be invited to all meetings.
- g. Synology file structure: Megan has communicated our plan to Mike, who said it looks fine; Megan will update trustees with next steps as this progresses.

- h. Implementation of pay increases: This has been done for parttime staff effective 3/1/23; implementation for fulltime staff (Director) will be reviewed at May trustees meeting.
- i. Director's Goals and Processes: Pat and Rita meet with Dawn every two weeks; progress has been made on purging, sorting, and filing.
- j. Dawn's How-to: Betsy and Dawn meet weekly or biweekly; progress is being made with many items are now complete.
- k. Signatories for banks: This has been updated with Betsy added and Rita and Pat renewed.
- l. New Trustee: Has completed swearing in process
- m. United for Libraries: They provide support to libraries; the state library is a member.
- n. Friends Luncheon reminder
- o. Masks for staff/volunteers: Current policy is masks are suggested but not required; staff had asked volunteers to continue to wear masks, especially in Circulation Desk; recent changes include the President's order being removed and D-H no longer requiring visitors without respiratory issues to wear mask; the trustees directed Dawn to tell staff that effective next Monday, April 24<sup>th</sup>, library practice will be that the wearing of masks will be a personal choice for all staff and volunteers.
- p. Alternate Trustee: application has been completed and approved; Kim will take her oath of office.

## 7. New Business

- a. Meeting calendar for 2023-2024. The proposed calendar was reviewed and one change suggested. Motion to approve with the change was made by Betsy, seconded by Megan, and passed unanimously. Meetings begin at 5:30 p.m. The calendar is:
  - 2023:
    - May 15, June 26, July 17 (if needed), August 21, September 18, October 16 (budget only), October 23, November 20, December 11
  - 2024:
    - January 22, February 26, March 18
- b. Little Free Library. Monthly assignments were made:
  - April – Pat
  - May – Betsy
  - June – Megan
  - July – Beverly Marshall
  - August – Richard
  - September – Rita
  - October-November – Pat

Market and merit adjustments for staff: An ad hoc committee of Dawn, Megan, and Beverly Marshall will research and develop a pay scale relevant for job titles; Dawn will prepare a detailed list of staff jobs and roles; Megan will present the results when concluded, targeting August trustee meeting.

- c. Grantham Parent Teacher Group Proposal: Dawn received a proposal today from GPTG regarding placing a book recycling bin and a textile recycling bin at the library for a recycling project this spring/summer rather than at the school because of the playground construction at the school; the trustees were hesitant about this because of the impacts on library parking and questions about how this aligns with our mission; the trustees suggested that the bins be placed at the Transfer Station or the Town Hall; the trustees asked Dawn to invite the GPTG to provide a 10-minute presentation to the trustees at the May meeting.

8. Public Comment – None

9. Non-Public Session as per RSA 91-A3,II – None.

10. The meeting was adjourned at 6:52 p.m.

Upcoming Meeting Date: May 15, 2023 @ 5:30 pm

Respectfully submitted,  
Elizabeth Sofish, Secretary

