

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

Trustees present: Pat Beasley, Chair; Constance (Connie) Horton, Sec't.; Megan Alexander, Treas.; Rita Friedman; Elizabeth (Betsy) Sofish; Kim Leute, Alternate

Trustees not present:

Administration/Public present: Dawn Huston, Director; Richard Sachs, resident

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

Minutes – The April 18 Board meeting minutes were motioned for approval by **Betsy** and seconded by **Connie**.
Board vote - 5 Yes. 0 – No, 0 – Abstain **Motion Passes.**

Treasurer Report:

- The Treasurer report was motioned for approval by **Connie** and seconded by **Betsy**.
Board vote - 5 Yes. 0 – No, 0 – Abstain **Motion Passes.**

Librarian Report:

- Discussion of installing air exchangers – possible on north side although windows can be opened; it is unclear if the south side is feasible
- Investigate cost of screening for front and back doors
- In negotiation with Synology rep for a mutually agreeable date for a seminar on the server
- Librarian Report was motioned for approval by **Connie** and seconded by **Betsy**.
Board vote - 5 Yes. 0 – No, 0 – Abstain **Motion Passes.**

Unfinished/Open Business

A. Board Committee Reports:

1. Crisis Response and Recovery

- Betsy says there is an uptick in numbers in Hanover, NH and Upper Valley.
- Efficacy of vaccines and boosters appears to be lessening

b. Review Mask Mandate

- A survey of library personnel indicates a desire to keep masks on in library.
- Discussion of requiring masks inside the tent.
- Motion: Masks will not be required in the tent, however masks may be worn “at will”.
- Motion for approval by **Rita** and seconded by **Megan**.
- Board vote - 4 Yes. 0 – No, 1 – Abstain **Motion Passes.**

2. Facilities Oversight

b. Website Update and report of open house:

- Soft launch followed by an open house in the tent was attended by 10 people
- Julie is working on updated logo and “How To” videos
- Pat would like to see the finished product “on paper” for board review and approval
- At the June meeting the contract should be complete and ready for “sign off”.
- Julie will continue to monitor/update the website as she has and as part of her duties.

c. Synology conversion update

- Dawn is working on a mutually agreeable date to run a seminar for staff to provide further initial operational instruction for the new server,
 - Tentative date is June 24.
- d. Strategic Plan Update
- The history section of the plan has been proofed by Joey.
 - Waiting on Dawn to prepare separate report on the library and the pandemic.
 - Waiting on Pat to complete proof reading.
 - Plan is to submit the plan for board approval in June.
- e. Update from Dawn: RE March meeting and goals - Processes and Procedures
- Monthly meeting with Dawn did not happen due to illness.

Tabled:

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

New Business

- a. Tent Installation / Fire Chief
 - Justin Hastings will be on site to check the tent on May 17.
 - Does he recommend the necessity of a fire extinguisher?
- b. Disaster Plan presented by Dawn
 - A cleaning company (Cleanway Services) has contacted Dawn and offered to help set up a disaster plan.
 - Company has contacts with companies that can handle different issues that might arise
 - Dawn stated that “service” is free and has forward a questionnaire for her to complete.
 - Megan asked: “What is this service going to do for us?”
 - Betsy: “What do we have in place now?”
 - Rita stated: “At some point we will need a disaster manual and not rely on an outside company.”
 - Kim: Everything should be available on a computer and in the cloud.
 - Rita is meeting with Melissa to review the Town plan.
 - Discussion followed on whether to form a committee to undertake this for the library. No motion was made until a report from Rita.
- c. Volunteer Celebration;
 - We need to redefine the scope of the party.
 - The celebration will be by “invitation only” and will honor library supporters whether volunteer or Friends of the Library.
 - Motion to officially recognize September 18 as the Library Supporter Appreciation Day.
 - Motion for approval by **Connie** and seconded by Rita.
 - Board vote - 5 Yes. 0 – No, 0 – Abstain **Motion Passes.**
- d. Recap of workshops at NHLTA Conference

- Pat addressed the Keynote Speaker who spoke on why libraries came into being and are we still respecting the “why” founding of libraries.
- Rita discussed the need for a disaster program and is following up with the town.
- Megan, after a workshop discussing LGBTQIA queried if we have a non-discrimination policy.
- Dawn read the library’s inclusive policy welcoming all.
- Connie was pleased with our 5 Year Strategic Plan following the state guideline.

Public Comment: Richard Sachs:

- Asked how many feet above the Sugar River the library was located - unknown
- Asked about the appreciation celebration being at a private residence

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

Adjourn: Motion to adjourn approved by **Betsy**, seconded by **Connie** at 7:00 PM under generator power due to power outage. Board vote - 5 Yes, 0 – No, 0 – Abstain **Motion Passes.**

Upcoming DFL Board meetings: 2022 – 2023 at 5:30 PM

June 20, July 18 (if needed), August 15, September 19, October 17 (budget only), October 24, November 21, December 12

2023: January 23, February 13, March 20

Respectfully submitted,

Constance I. Horton
Secretary, DFL Board of Trustees