

Dunbar Free Library  
Approved DFL Board of Trustees Public Minutes  
June 20, 2022

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

**Administration/Public present:** Dawn Huston, Director; Olivia Britton and her mother, Melissa Britton

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

**Minutes** – The May 16 Board meeting minutes were motioned for approval by **Connie** and seconded by **Rita**.  
Board vote: 5 – Yes, 0 - No, 0 - Abstain **Motion Passes.**

**Treasurer Report:**

- The Treasurer report was motioned for approval by **Connie** and seconded by **Rita**.  
Board vote: 5 – Yes, 0 - No, 0 - Abstain **Motion Passes.**
- A motion made and approved to submit \$17,280.55 for reimbursement from the Library Building Repair CRF to pay Arc Mechanical and Richards Electric for AC installation – motion made by **Rita** and seconded by **Connie**. Board vote: 5 – Yes, 0 - No, 0 - Abstain **Motion Passes.**
- Treasurer also commented on satisfactory roll out of new website with switch to new logo on website and advertising with cards and stationery
- Treasurer reported Julie has done follow up on how to maintain website with fonts and ink colors, etc.
- A motion was made by email sent to all DFL Trustee Board members on 6/22/22 by Pat Beasley and seconded by Megan Alexander to accept the website contract with Julie Benson and the DFL as complete and pay what is due in total, \$1,000., from our Library Technology and Office Equipment ETF. Vote was completed by email sent by all Trustees to Pat Beasley. Board vote: 5 - Yes, 0 - No, 0 – Abstain. **Motion Passes**

**Librarian Report:**

- Dawn will no longer use door counter as data is inaccurate
- Stats from the 2-year pandemic downtime makes it difficult to recoup true figures
- Curbside pick up down to perhaps 3 times a week
- Dawn will not be at library on Thursday 6/23 and Friday 6/24. Pat asked that going forward Dawn provides us with the days and dates she will be absent in the future
- Using balance of money in Quicken, Dawn will purchase new chairs to replace old chairs on patio
- 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

a. Review Mask Mandate

- Pat contacted 7 local libraries re: their mask mandates. None of those libraries is still requiring patrons wear masks
- NYT reports NH has one of the highest rate of dropping #s
- Betsy: we need to weigh how staff feels and balance it out with our response
- Pat: we need to make best decision for library patrons
- All present spoke about how they reached their decision
- Motion to rescind Mask mandate as of Wednesday, July 6

Motion for approval by **Connie** and seconded by **Rita**.

- Board vote: 4 – Yes, 1 - No, 0 - Abstain **Motion Passes.**

## 2. Facilities Oversight

### b. Synology conversion and update

- Dawn was excused to run the PJ party
- Pat and Rita will meet with Dawn the week of June 27

### c. Strategic Plan Update

- Pat and Connie continue proof reading

### d. Update of goals and Processes and procedures from Dawn – Re: May/June meetings

- Not discussed as Dawn was excused to run an event at the library

## Tabled:

- a. Investigation of Disaster Plan
- b. How Do I? program - next steps
- c. Laptop for Treasurer
- d. Human Library

## New Business

- a. Girl Scout Gold Award Project Information from Dawn and Olivia Britton
  - Olivia Britton has grown up using the library and would like to give back in appreciation
  - As her project she would like to design and build a new sign for the roadside to announce events
  - She understands she needs to discuss this with Melissa and receive approval from the town based on size, etc.
  - Olivia to make small prototypes of what she has in mind for the board to review
- b. Review information for August Director's Evaluation Survey, Dawn's Staff evaluation and staff appointment
  - Survey Monkey (the same as last year's) will be sent out to Board members and staff for Dawn's evaluation
  - Appointment needs to be made annually for Katia who falls under the RSA new hire status
  - The Board will vote to re-appoint upon recommendation from Dawn
- c. Task planning for celebration event of DFL supporters – Volunteers and Friends of SDFL
  - Pat has assigned members with responsibilities for the event
  - Dawn is working on an updated list of invitees
  - Invitation will be printed and envelopes hand addressed
  - Megan has envelopes available for the invitations

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

**Adjourn:** Motion to adjourn approved by **Rita**, seconded by **Betsy** at 6:52 PM Board vote: 5 – Yes, 0 - No, 0 - Abstain  
**Motion Passes.**

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

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