



**Dunbar Free Library**  
**Board of Trustees Meeting**

September 19, 2022

Trustees Present: Pat Beasley, Elizabeth Sofish (Betsy), Rita Friedman, Megan Alexander

Trustees Excused: Connie Horton, Kim Leute

Staff Present: Dawn Huston, Librarian

Public Guest Present: Carole Wood, Friends of the Library

**Call to Order: 5:33 pm**

**August 15, 2022 Minutes**

- Motion to approve: Betsy Sofish; seconded: Pat Beasley; passed unanimously

**Reports**

- Treasurer's Report: Megan Alexander
  - Received reimbursement from town for A/C installment 17,100
  - Everything else the usual
  - No questions on the audit
  - Motion to approve Treasurer's Report: made by Betsy Sofish; seconded by Pat Beasley; passed unanimously
- Librarian's Report: Dawn Huston
  - Staff Reviews
    - Review Process: write, give to employee, discuss with employee, sign, give to Town
    - Discussion: we agreed that we would not keep copies of the reviews in the library; personnel items we do keep in the library are staff employment applications and resumes; we believe we must keep these in perpetuity
    - Action Item: Pat will research RSA's to see if we are required to keep staff information in a locked location
    - Review Statuses (due in August)
      - Done: Joey, Katya
      - Written and given to employee: Terri
      - Partially written: Sandy and Julie
      - Not needed: Andy; he is a per diem who works about 4 hours per week as needed; we agreed that he doesn't need a review
    - Review of Library Policies: part of annual review process
      - Status: complete, all staff are signed off

- Disposition: these go to the Town with the reviews
- Synology
  - Status: all stats are in Synology; if old server were to die tomorrow, we wouldn't lose anything significant
  - Backup: we are being backed up; in house and on line
  - Action Item: Dawn to research the schedule of the backups
- Future/Past Events:
  - Event Cancellation:
    - one event got cancelled but it was hard to notify all interested parties
      - one patron did not get notified and was frustrated by this
    - the presenter first said she may or may not be able to present and we agreed to this; then when she did cancel, time was short for notifications
      - in hindsight and for the future if there is an issue, we will cancel and reschedule with presenter
    - we are setting up a mini-list of people who need to be notified if an event cancelled
  - Reading with the Donkeys:
    - Big success. Three donkeys.
    - Sponsor: Road to Independence, a nonprofit promoting independence for all people
    - Margaret is the person who has the farm with the donkeys
    - Motion:
      - Send a \$50 donation from the Dunbar Free Library along with our thank you note to Road to Independence
      - made by Rita Friedman, seconded by Megan Alexander; passed unanimously.
    - Action Item: Dawn will do thank you note with Pat's assistance.
- Circulation figures
  - Back to 2019 levels
  - We are counting differently from before when we used the door counter because of staff going back and forth with curbside pickup
  - Now the door counter now is not functioning at all
  - We are counting by hand
- Motion to approve Librarian's Report: made by Rita Friedman; seconded by Megan Alexander; passed unanimously

### **Unfinished Business**

- Board Committee Reports
  - Crisis Response and Recovery
    - Situation appears to be status quo or improving with the COVID virus
    - Current procedure is that masks are not mandatory but are appreciated
    - Staff report general satisfaction with current procedure
    - Staff report slight decline in proportion of patrons wearing masks
    - Discussed using the state's colored levels and decided not to because the resulting actions change too frequently to be manageable.
    - Decision: Continue current practices
  - Facilities Oversight
    - Grantham Energy Committee Walk-Through
      - Took place today (9/19/22); they were generally impressed with our facility

- We need to check the plaster taping in sprinkler room
    - Tabled until January
  - The GEC said a valve in the furnace room should be throttled (opened and closed) twice per year.
    - Discussion: Did Milestone (SP?) who installed the furnace tell us this? Should we ask the ARC people? This needs to be clarified.
    - Irving is currently doing our inspections, but they don't like our system.
    - Action Item: Dawn will call ARC to see what their annual inspection contract would cost.
- Processes and Procedures
  - Dawn and Betsy are working on formatting and editing the list of library responsibilities
  - Action Item: the board requested to see this at the November meeting
- Interior Facilities Support for Dawn
  - Dawn needs help contacting someone to fix the concrete which is chipping at the entrance to the building
  - Agreed not to assign someone *ad hoc*, but that Dawn would request help on individual items as needed
- Celebration/Appreciation Party
  - Applause all around. 62 people including us. Many compliments. Lots of fun.
  - Action Item: Betsy to add date to poster.
  - Reimbursement receipts go to Dawn who will write checks and signer will sign.

## New Business

- Cybersecurity
  - Cyber Attack Drill in July 2023
    - Primex says most effective way to find out if you're vulnerable is to stage an attack yourself, which they are going to do for the Town in July 2023 or later
    - Our cost of this will be \$2,000. Having no choice, we agreed to budget for this amount.
  - We would like to be as prepared as possible for this drill.
  - Action Item: Dawn is going to talk to Mike about it to see if anything can and should be strengthened.
  - Discussed also contacting Chuck MacAndrews (sp?) but decided not to at the moment..
- Trustee Substitutes for Urgent or Unusual Circumstances.
  - Need to have two staff in building during open hours, per a previous Trustee decision.
  - This does not include volunteers.
  - Discussion: We feel that a trustee (trained as a volunteer, if possible) or a volunteer would be sufficient as the second staff person under urgent circumstances, if necessary.
  - Motion: amend our former decision to state that under urgent or unusual circumstances, the second person could be a trustee or a volunteer.
    - Made by Megan Alexander; seconded by Rita Friedman; passed unanimously
- Water Fountain
  - Discussion: Should we reopen the water fountains for use?
  - Motion: Reinstate water fountains for public use.
    - Made by Megan Alexander; seconded by Rita Friedman
    - In favor 4; opposed 1; motion passed
  - Action Item: Dawn will provide drinking cups near the fountains

- Keurig
  - Discussion: Should we resume offering the Keurig to staff and public? Staff are in favor of this.
  - Motion: Resume use of Keurig
    - Made by Rita Friedman; seconded by Pat Beasley; passed unanimously
- Other COVID Practices
  - Discussion: In addition to masks being optional but appreciated, and now that we've voted to start using the water fountain and Keurig again, do we have any other COVID practices in place?
    - People can still ask for books to be left outside.
    - We agreed that we would like to continue this because it's convenient for patrons.
- Trick or Treat 2022
  - We do a book giveaway during trick or treat. It has been well attended.
  - Action Item: Check with Chief Parsons about the Town's trick or treat plans for this year.

#### **Tabled**

- Strategic Plan 2022-27 editing up-date from Connie
- Investigation of Disaster Plan
- Laptop for Treasurer
- Human Library
- Investigate United for Libraries – cost? and contributions
- Move for discussion to Oct. meeting - Action items from August meeting: Standing agenda and delegation
- How Do I? programs – ideas

#### **Public Comment**

- Carole Wood attended tonight's meeting, representing the Friends of the Library.
  - They meet next Tuesday and she will report on tonight's DFL Trustee Meeting to the Friends.
  - A Friend will attend each of our meetings going forward, and we welcome them.
- News from the Friends:
  - They are sponsoring the Hale Book Award
    - The celebration is next Saturday, Sept 24, at 7 p.m. at the Newport Opera House.
    - Colin Calloway is this year's winner.

#### **Non-Public Session as per RSA 91-A3, II**

- No non-public session was conducted.

#### **Adjournment**

A motion was made to adjourn simultaneously by Rita Friedman and Megan Alexander.  
Seconded by Pat Beasley. Passed unanimously.  
Adjourned 6:47 p.m.

#### **Meeting Dates:**

2022: October 17 (budget only); October 24, November 21, December 12  
2023: January 23, February 13, March 20

Respectfully submitted by Elizabeth Sofish, Acting Secretary