

**Dunbarton Public Library
Board of Trustees
Monday, June 06, 2022, 6:30 PM
Regular Monthly Meeting
CORRECTED**

Note: Due to the upstairs library renovation construction project, this Trustee Board meeting was held in the Dunbarton Elementary School Teacher's Lounge.

Attendance:

Trustees: Sara Anderson, Bruce Banks, Carol Kilmister, Karen Lessard, David Petersen

Staff: Mary Girard (Library Director)

Members of public: No members of the public attended.

Minutes of May meeting:

The minutes of the May 02, 2022 regular meeting were reviewed and corrected.

Motion to approve as corrected (Sara Anderson)

Seconded (Carol Kilmister)

Approved 5-0, via roll call.

Treasurer's Report:

The report was reviewed. Mary said we are on track with the budget. The Citizens Bank account was amended as follows: Martha Wilson (former Chair) is no longer a signer. Karen Lessard and Bruce Banks are now official check signers. Both Karen and Bruce were to be out of town when payroll is due. A plan was worked out so that Karen Lessard signed necessary checks in advance of leaving town.

Director's Report:

The report was reviewed. The library continues to be closed to the public during the Town Hall Restoration construction. Curbside pick-up is working well. For the most part, patrons are going with the flow during the construction. Mary purchased the Reading Owl with the library credit card and will pay it off with part of the ARPA #2 money in early June. The mobile shelving is due to arrive some time soon and will be paid for with ARPA money prior to July 30, 2022 to meet the grant's requirements. Mary and Lisa have been weeding out books and all is ready for the new shelves. Programs continue to be held outside on the bandstand or virtually.

New Business:

Policy for Emergency Closings:

Mary introduced a policy for emergency Closings. The policy will be adhered to in the event of an emergency closing due to snow, illness or safety concerns due to the construction. The policy was discussed. Mary will have carte blanche to make a decision on closing and the Library Trustees will back her decision. A copy of the policy follows.

Motion to Approve: (Karen Lessard)

Motion seconded: (David Petersen)

Approved 5-0 via roll call.

Dunbarton Public Library Policy for Emergency Closings

In order to provide the best service, libraries are open for scheduled hours whenever possible. The Library Director and the Library Board of Trustees are, however, concerned about the safety of library staff and visitors. During extreme weather situations, widespread staff illness, epidemic, pandemic, an unsafe construction situation, or community and state emergencies, the Library Director, together with the Library Board of Trustees, may close the Dunbarton Public Library at their discretion. If such an event occurs, the Library Director (or designee) will inform the Library Board of Trustees and the Dunbarton Police Department of the decision.

The Library Director or designee may also inform WMUR/Channel 9's Automated Storm Closing System of the closing. Notice will also be posted on the library's website

(www.dunbartonlibrary.org) and also through the library's Facebook page.

Construction update: Mary reported on the progress of the construction project. There was major leaking of rainwater into the library during a recent rain storm. Mary notified the Selectmen and the contractor who had a crew out to put up sufficient plastic to protect the library. There was discussion about plastic needed to protect the library from construction dust as Dave Nault had said would happen. Mary has a N95 mask for protection against the dust and will wear it as needed. Several framed pictures fell off the library foyer wall due to wind. Mary replaced the broken frames. The construction workers are sometimes loud and sometimes use profanity.

Policy review: Mary discussed the need for us to review the library policies on a regular basis.

Men's coffee: Men's coffee is now being held in the church vestry.

Email accounts:

Mary reported that the Library Trustees need to have separate email accounts in order to comply with RSA right to know law. Mary will set up a Gmail account for each trustee and all library trustee communications going forward will be relayed via these accounts.

Old Business:**Meeting Location:**

Library Board of Trustee meetings continue to be held at the Dunbarton Elementary School in the Teacher's Faculty Lounge until the construction project at the library is completed.

Pandemic Service Plan Review:

Phase 6 of the Pandemic Service Plan was discussed and approved. Copy below.

Motion to approve: (Carol Kilmister)

Motion seconded: (Karen Lessard)

Approved: 5-0, via roll call

Pandemic Service Plan: Dunbarton Public Library: **May 1, 2022**

**Phase 6: Town Hall Construction/Non-universally accessible Building
Emergency Situation:**

This is a special circumstance, instituted by the Dunbarton Board of Selectmen. This phase will revert library services back to Phase Two Service Mode (curbside pick-ups) during the duration of the Town Hall Construction project. There will be no public access to the library during the construction project.

Criteria: Per the Dunbarton Board of Selectmen: Due to the major impact and safety concerns that the Town Hall Construction buildout will have on library operations, as well as the building becoming non-universally accessible, the Town Hall/library building will be closed to public access during the construction.

The General Contractor and Board of Selectmen estimate construction will be 20 weeks, once underway.

Services: Although the building will be physically closed to public access, the library will continue to provide access to materials through our online catalog and electronic resources. The library will use the front porch area of the Town Hall building for curbside pick-up and drop offs. Materials may be brought outside in good weather for patrons to browse. All programs will be held in person around the band stand, or virtually if the weather is poor. This includes our Summer Reading Program for children, to be held June 28-July 29, 2022.

Preparation: Shelving, walkways, signage, pick-up and drop-off sites for easy access have been set up. Updates to the library's website, online catalog, weekly newsletter, Facebook page, Bow Times and Concord Monitor, and incident board (found at the pick-up/drop off site) will update patrons with construction and library news. Photos will be uploaded regularly so that patrons will see the progress.

Selectmen gave permission to use the Town Common areas and band stand for outside programs. The town-owned picnic tables were brought over nearer the front porch area of the Town Hall.

NOTE: As of March 7, 2022, by vote of the Dunbarton Public Library Board of Trustees, facemasks became optional while inside the building. Staff will continue to wear masks while working. During the shift in library services, patrons should wear masks during summer library programs based on personal preference and personal level of risk. We ask anyone with symptoms or a positive test to stay at home. We ask anyone with an exposure to COVID-19 should wear a mask and follow CDC recommendations for isolation and quarantine.

As the library is closed during the duration of the upstairs renovation the Covid Plan only applies to the staff. The staff will continue to stagger their shifts and will continue to wear masks while inside the library. All library events will be held either via ZOOM or outside on the bandstand during the construction project.

Next meeting: Next regular meeting will be Monday, July 11, 2022, at 6:30 PM in the Dunbarton Elementary School Faculty Lounge.

Adjournment:

Motion to adjourn (Sara Anderson)

Seconded (Karen Lessard)

Approved 5-0, via roll call.

The meeting was adjourned at 7:47 PM.

Respectfully submitted,

Sara Anderson