

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, January 02, 2024 6:00PM**  
**Regular Monthly Meeting**  
**APPROVED 2/6/24**

**Attendance:**

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

Staff: Mary Girard (Library Director)

Bruce Banks, Chair, called the meeting to order at 6:00 PM

**Minutes of December meeting:**

The minutes of the December 05, 2023 meeting were reviewed.

Mary noted corrections under New Business/Holiday Schedule.

Motion to accept the minutes as corrected: Karen Lessard.

Seconded: Sara Anderson

Motion approved, via roll call -0

**Treasurer's Report:**

Mary reviewed the financials. All looks in order as we we finish out the year. Carol asked Karen to look at payroll expenses for the year as they were over budget and we are not sure why.

**Director's Report:**

Mary went over the Director's Report, copy attached. The library was in 'holiday mode' with seasonal activities. The library continues to thrive as we are distancing from the pandemic.

**New Business:**

- a. The 'Request for Time Off Form' was discussed. Sara suggested the form be made fillable on line for better efficiency. Carol will edit the form to allow that.
- b. The transfer of \$1660 from our TD Bank 3 month CD to our TD Checking Account has gone smoothly. The staff at TD Bank are very efficient and accommodating. This was done to cover the cost of the new firewall coming soon.
- c. Mary went over the Trustee roster for 2024. Carol Kilmister and Bruce Banks terms end in 2024. Both will get their names on the ballot for a renewal of their terms.

**Old Business:**

- a. Library security: Mary reported that the new doorknobs still have not arrived. Though the current knobs don't work properly and appear to be locked all of the time Mary has put up signs with directions for opening. They do lock properly.
- b. Change of Library hours:  
Mary suggested that, to better accommodate the needs of the community, the library hours should be changed. Motion to change hours starting January 09, 2024: Carol Kilmister, Seconded: Sara Anderson.  
Motion approved via roll call 5-0.

New library hours starting January 09, 2024 will be:

Tuesday: 10:00 AM – 6:00 PM  
Wednesday: 10:00 AM – 4:00 PM  
Thursday: 10:00 AM – 6:00 PM  
Friday: 10:00 AM – 4:00 PM  
Saturday: 9:00 AM – 1:00 PM  
Evening programs will be held 6:30PM – 8:00 PM

**Next meeting:** Next regular meeting will be TUESDAY, February 06, 2024 at 6:30 PM in the library.

**Adjournment:**

Motion to adjourn: Carol Kilmister.  
Seconded: David Petersen.  
Motion approved via roll call 5-0.

The meeting was adjourned at 7:21 PM.

Respectfully submitted,  
Sara Anderson