

**Dunbarton Public Library
Board of Trustees
Monday, August 14, 2023, 6:00 p.m.
Regular Monthly Meeting
FINAL**

Attendance:

Trustees: Bruce Banks (Chair), Carol Kilmister, David Petersen

Staff: Mary Girard (Library Director)

Absent: Sara Anderson, Karen Lessard

Bruce opened the meeting at 6:18 p.m.

Minutes of June meeting:

The minutes of the July 10, 2023 regular meeting were reviewed and accepted. Motion to approve (Carol Kilmister), seconded (David Petersen). Approved 3-0 via roll call vote.

Treasurer's Report:

- The board reviewed a hard copy of the Treasurer's Report. Mary shared that Linda Nickerson came to the library and they installed/updated QuickBooks onto the library computer. Linda will continue to work from home, but will come to the library to update Quick books after payroll every other week.
- Mary shared that she just received news that the library is the recipient of two humanities grants to be used for programming. This income will appear in upcoming financials (one check in September and one in October).
- Mary has opened our new checking account at TD Bank. She has rights to deposit. Any questions about banking should be referred directly to Keith Pike or Tracey Whipple in the Business Department at TD Bank, rather than the branch office. Bruce and Karen are the authorized signers for the account.
- We discussed the need to review the account signatures each year. We also discussed modifying the Treasurer job description to require they be on the board for 1 year before becoming Treasurer.

Director's Report:

- Mary shared feedback about the summer program. The programs were diverse and well attended and the theme of All Together Now was very fitting.
- Mary will be taking vacation the week of August 28th. During that week, the library will revise their summer hours to be 10-4 all week.
- The water in the library foyer was tested – it was high in arsenic, but not bacteria. Given the results, the town has put a sign up to indicate no drinking – they are considering purchasing filters.
- The security webcam arrived – David has assisted Mary with purchasing the Google Nest Cam. They are installing it in the lobby soon. The board discussed how this will only capture video, not audio.
- Mary shared that she has booked adult programs through November.

Business Arising from Minutes and Reports:

There was no business arising from Minutes and Reports.

New Business:

- Mary shared the Finance Policy for review and discussion. She shared a related article from NHMA that she would like to include with the policy.
- The board discussed the concerning trend of book banning across the country.
- Mary shared that Dunbarton Elementary School is not replacing their school library educator. We are hopeful that the relationship between the town and school libraries continues.
- The board discussed background checks – we will review job descriptions to insure that all library staff have criminal background checks at the time of hire, this will include volunteers.
- Security camera policy – the board reviewed the revised policy language.
- Service Hours policy – Mary shared revised policy language.
- The board voted the adoption of both the security camera policy and the service hours policy as follows: motion by Carol Kilmister, seconded by David Petersen, Approved 3-0 via roll call vote.
- The board discussed movie licensing. The library currently purchases an annual license through the NH State Library, and is allowed to show movies for library programming only. The town hall restoration committee is potentially looking to show movies in the newly renovated Town Hall, but the board discussed that this would not be within the licensing standards of our account.

Old Business:

Mary shared that Bruce, Mary and Karen will be working with George Maskiell in September to change the official signatures, close out our old financial accounts and open our new accounts.

Next meeting: Next regular meeting will be Monday, September 11, 2023, at 6:00 p.m.

Adjournment:

Motion to adjourn (David Petersen); seconded (Carol Kilmister). Approved 3-0, via roll call.

The meeting was adjourned at 7:22 p.m.

Respectfully submitted, Carol Kilmister