

**Dunbarton Public Library
Board of Trustees
Monday, October 3, 2022 6:30 PM
Regular Monthly Meeting**

Note: Due to the upstairs Town Hall renovation construction project, this Trustee Board meeting was held in the Dunbarton Elementary School Teachers' Lounge.

Attendance:

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

Absent: Karen Lessard

Staff: Mary Girard (Library Director)

Members of public: Selectman Dave Nault

Bruce Banks, Chair, called the meeting to order at 6:28PM

Minutes of September meeting:

The minutes of the September 12, 2022 were reviewed.

Motion to approve with no changes (Carol Kilmister)

Seconded (David Petersen)

Approved 4-0, via roll call.

Treasurer's Report:

The financials were reviewed by Mary. She noted that on September 30, 2022 the town deposit was received though it was not reflected on the financials.

Director's Report:

- The report was reviewed; copy attached.
- Mary reported that construction continues at a slow pace.
- Programs continue to be offered via Zoom or outside on the bandstand.
- The Department of Labor made a visit to all town buildings in August. In the follow-up report the inspector asked the following:
 1. Library label some cleaning supplies and hang a sign that warns that bleach and ammonia should not be mixed.
 2. Several non-working lightbulbs were identified and the Selectmen will address replacement with the electrician working on the Town Hall job.
 3. The library meeting table needs to be moved from in front of egress doors to the foyer.
- As long as the construction continues the library will operate Curbside Pickup Service only. Per the Dunbarton Board of Selectmen there will be no inside library access during construction.

New Business:

Selectman Dave Nault spoke to the Board about various aspects of the construction project. Dave said the Usage Guidelines agreement was still being written. The Board continues to voice the need to be kept updated and to have input on the use guidelines agreement. The Board had some questions and concerns including:

Who will be in charge of clearing the snow from the new path extending from the parking lot to the south side of the building? Where will lighting be installed? Which doors will have key locks and who will have copies of the keys? Security/surveillance cameras were also discussed.

Circulation Policy:

The Board will review the Circulation Policy and discuss it at the November meeting.

Mary's evaluation:

Bruce discussed Mary's evaluation. Each Board member will complete the evaluation form online and submit it. Bruce will summarize the feedback and the Board will discuss the evaluation at a closed portion of the November meeting.

The library going forward after the completion of the construction project:

Carol suggested we consider sprucing up the inside of the library once the construction project is complete. She suggested we consider how the library will be a community space and how the library can meet the community's needs. Sara suggested we consider circulating a questionnaire to get input from the community.

Old Business:

Pandemic Service Plan Review:

The Pandemic Service Plan is still in effect; masks continue to be optional, and pick up/drop off continues to be available at the front entrance.

Next meeting: Next regular meeting will be Monday, November 7, 2022, at 6:30 PM in the Dunbarton Elementary School faculty room.

Adjournment:

Motion to adjourn (Carol Kilmister)

Seconded (Bruce Banks)

Approved 4-0, via roll call.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Sara Anderson