

**Dunbarton Public Library
Board of Trustees
Monday, July 10, 2023, 6:30 p.m.
Regular Monthly Meeting
FINAL – approved 8/14/23**

Attendance:

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

Staff: Mary Girard (Library Director)

Absent: Sara Anderson, Karen Lessard

Bruce opened the meeting at 6:24 p.m.

Minutes of June meeting:

The minutes of the June 12, 2023 regular meeting were reviewed and accepted. Motion to approve (David Petersen): seconded (Carol Kilmister). Approved 3-0 via roll call vote.

Treasurer's Report:

The report was reviewed. There were no questions.

Director's Report:

Mary reviewed the report of Library programs and upcoming events. Given the increasing usage of downloadable books, the board discussed how to potentially quantify that usage to fully capture the circulation numbers and savings to the taxpayers.

Mary shared that the summer reading program is going full tilt. She agreed that she will reach out to board members if she needs assistance with the final summer event.

Business Arising from Minutes and Reports:

There was no business arising from Minutes and Reports.

New Business:

TD Bank Checking and CDs/update on reallocation

Although DCU had previously told Mary and Karen that the library only needed an updated letter from the Board of Trustees in order to remove the money from that account into another bank with higher interest (TD Bank), today Mary was told that DCU required approval from the former trustee that opened the accounts over ten years ago. Mary will connect with this former trustee. This has been a frustrating process. Mary and Karen will continue to work on the transition of our accounts over the next month and report back in August.

Library operating schedule update

The board discussed whether or not to codify the holiday schedule into a policy, as that is where the document has been housed. We agreed it should be a policy and discussed the contents. Mary will create an updated draft and send it to the board for review and discussion at our next meeting.

Policy Review: Bulletin Board decommission, Computer and Tech Policy

Mary shared the current bulletin board policy. Since we no longer have an actual bulletin board following the building construction, we agreed to decommission the policy until/unless we need it in the future.

The board discussed a No Solicitation policy and agreed to ask Mary to create a draft for review at our next meeting.

The board reviewed the Computer and Tech Policy and made recommendations for suggested edits.

Old Business

Library Security Concerns

Mary shared that Pro Technologies came by and reviewed the motion detectors that had been in place on the library's former doors. They told her that the doorbells could be an easy fix. The board is still considering a camera for the front foyer. This could provide a view of both the main entry door and the library front door. Mary put a few calls into Pro Technologies and is looking for a quote for a site visit and install, with the assistance of David.

Carol shared a copy of a document from the NHLTA site called Working Together, which highlights the various roles and responsibilities of the Board, the Library Director, and the Friends of the Library. We discussed that this should be reviewed and brought to the August meeting for continued consideration.

Bruce shared a correspondence received from Dunbarton Police Chief Remillard thanking Mary for her hard work with the fraud prevention program. The board congratulated Mary for her exceptional work.

The personnel committee will meet with the Library Director to discuss employee benefits and bring the discussion to the August board meeting.

Next meeting: Next regular meeting will be Monday, August 7, 2023, at 6:30 p.m.

Adjournment:

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

The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Carol Kilmister