

**Dunbarton Public Library
Board of Trustees
Monday, November 7, 2022 6:00 PM
Regular Monthly Meeting**

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

Attendance:

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

Absent: Carol Kilmister

Staff: Mary Girard (Library Director)

Bruce Banks, Chair, called the meeting to order at 6:05PM

Minutes of October meeting:

The minutes of the October 3, 2022 were reviewed.

Corrections: Members of public: Selectman 'Dave' Nault's name corrected from 'John' Nault

New Business: Construction project specified as 'Town Hall construction project'.

Motion to approve with corrections (David Petersen)

Seconded (Karen Lessard)

Approved as corrected 4-0, via roll call.

Treasurer's Report:

The financials were reviewed by Mary. She noted that all of the money budgeted for this year will be spent. Mary noted that the Capital Furniture bill dated 10/06/2022 in the amount of \$1,158.29 should be moved to Facilities Expense.

Director's Report:

- The report was reviewed; copy attached.
- Mary went over the report.
- Addendum to Report: There are some issues with the book drop location. The solar lights are not working adequately to light the way at night. Mary said the book drop should be moved over to the Town Offices towards the right side of the building under motion detection lights. It was suggested that when Lisa is working she can put the 'pick-up books' bucket into the Town Offices building at the end of her shift.
- Bruce thanked Mary for keeping us informed on library construction matters.

- Mary said the public computer will be relocated so that the counter can be removed which will allow space for installation of bookcases (the bookcases that were replaced by the new rolling bookcases).

Library Security Concerns:

Mary reported that there was a glitch with the new fire alarm system and a call went to Lisa's house (Mary had silenced her phone for the night): Lisa had to drive to the library. Apparently, a construction worker had left a door open. Mary will make sure that all doors are locked before she leaves. Karen suggested that all emergency calls should be directed to whomever receives Town Hall emergency calls as we are tenants of the building. Bruce suggested and it was agreed that a point of contact person should be a town employee. It was decided that Lisa should receive two hours pay for having to drive to the library.

Mary said that motion detector lights will be installed.

Mary reported that some of the neighbors are complaining about the 'Stop' signs. It was agreed that those complaints should go to the Selectmen.

New Business:

Security: Mary received a quote from Pro Tech for approximately \$2,000. for a security system. That seemed like a high number. Bruce said \$2,000. should be included into the budget for next year.

Circulation Policy:

Discussion of the Circulation Policy was tabled until all Trustees are in attendance.

Budget info going into the season: The next payment of \$10,057.91 will be deposited into the library account on November 25, 2022. Mary's health insurance premium will increase by 11% which will be for the same coverage next year.

Director Evaluation: The meeting was adjourned and went into Closed Session.

The meeting was reconvened into Open Session.

Old Business:

Pandemic Service Plan Review:

Discussion of the Pandemic Service Plan review/Emergency Revert Phase was tabled until the December meeting.

Next meeting: Next regular meeting will be Monday, December 5, 2022, at 6:00 PM in the Dunbarton Elementary School faculty room.

Adjournment:

Motion to adjourn (Karen Lessard)

Seconded (Sara Anderson)

Approved 4-0, via roll call.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Sara Anderson