

**Dunbarton Public Library
Board of Trustees
Monday, November 6, 2023 6:00PM
Regular Monthly Meeting
FINAL**

Attendance:

Trustees: Bruce Banks, Carol Kilmister, Karen Lessard, David Petersen
Staff: Mary Girard (Library Director)
Absent: Sara Anderson

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

Minutes of February meeting:

The minutes of the October 16, 2023 meeting were reviewed.
Mary and Karen noted a few modifications. (see hard copy

Motion to approve as amended: Karen Lessard
Seconded: Carol Kilmister
Motion to approve 10/16/2023 minutes as amended passed.

Treasurer's Report:

Mary reviewed the financials. As we are getting closer to the end of the calendar year, Mary reviewed the upcoming expenses, and the board agreed to revisit final expenses at next month's meeting.

Director's Report:

The report was reviewed with no concerns.

New Business:

a. Quickbooks price increase

Mary shared that QuickBooks annual fee went up significantly this year, unexpectedly. Mary shared that we have paid the Quickbooks fee through April 2024. The board discussed several options: whether or not we could approach the town to see if they could process our payroll biweekly, possibly hiring a bookkeeper that had their own software, and/or connecting with an external payroll provider. Mary also mentioned Techsoup, a non-profit organization. Mary will do research on Techsoup and Quickbooks. Carol will look into external providers. This will be on the agenda for next month as well.

b. Preliminary 2024 budget discussion –

The library budget discussion is on the agenda for the December 14, 2023 BOS meeting. Karen and Mary will draft the budget for review on or before our next board meeting. We will create a presentation for discussion purposes.

c. Staff evaluations

Mary has drafted an evaluation for the library assistant and has asked the library cleaner to review the job description for 2024.

d. Letter regarding upstairs use/library holiday schedule

Bruce shared that the VFW will be using the upstairs facility on Saturday, November 11 as it was scheduled by the town, believing the library would be closed due to the Veteran's Day holiday.

Motion to close the library this Saturday, November 11th in honor of Veteran's Day made by Carol Kilmister, seconded by Karen Lessard, all in favor to close the library on Saturday, Veteran's Day.

e. Regular Board of Trustee meeting time / day change

The board discussed the possibility of moving our meetings to the first Tuesday of each month instead of Monday. The library is closed on Monday's, and there are often programs in the 2nd floor Town Hall space, leading to noise disturbance. Also, Monday is not a scheduled work day for Mary. We agreed to move the meetings to the first Tuesday of each month. Mary noted that we will need to change the by-laws to reflect this change.

Carol Kilmister made a motion to change the Board of Trustee meetings to the first Tuesday of each month. Therefore our next meeting will be at 6:00 pm Tuesday, December 5th
Seconded by Karen Lessard. All approved.

Carol Kilmister made a motion to revise the Dunbarton Public Library by-laws to reflect the change in Board of Trustee monthly meetings to the first Tuesday of each month.
Seconded by David Petersen. All approved.

Non-Public Session (RSA 91-A:3, II (a))

At 7:13 pm, Bruce Banks made a motion to enter into Non-Public session per RSA 91-A:3:

Motion seconded by Karen Lessard

All members approved via roll call

Mary initially remained in the meeting to provide feedback on staff performance.

Mary left the non-public meeting at 7:50 pm

At 8:09 pm, Karen Lessard made a motion to leave Non-Public session, David Petersen seconded the motion. All members approved via roll call

Next meeting: Next regular meeting will be TUESDAY, December 5, 2023 at 6:00 PM in the library.

Adjournment:

Motion to adjourn by Karen Lessard

Seconded David Petersen

Approved by all via roll call.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,
Carol Kilmister