

**Dunbarton Public Library
Board of Trustees
Monday, December 5, 2022 6:00 PM
Regular Monthly Meeting
Final**

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, Karen Lessard, David Petersen

Staff: Mary Girard (Library Director)

Bruce Banks, Chair, called the meeting to order at 6:03PM

Minutes of November meeting:

The minutes of the November 7, 2022 were reviewed.

Corrections: Corrections were made.

Motion to approve with corrections (Bruce Banks)

Seconded (David Petersen)

Approved as corrected 5-0, via roll call.

Treasurer's Report:

The Treasurer's report was discussed. Carol confirmed that there is wiggle-room in our budget to consider several different pay-raise options that we will offer Mary for salary year 2023. Lisa Poirier and Lisa Cross are some working extra hours in connection with the construction project and will be paid accordingly.

Director's Report:

- The report was reviewed; copy attached.
- Mary went over the report.
- Chief Wiggin ok'd Mary's bookshelves that Mary and Lisa set up inside the new closet – he said that they meet the clearance guidelines. This is our only storage.
- Mary noted that all programs will continue to be held virtually or in the Dunbarton Community Church vestry for the duration of the construction project.

Library Security Concerns:

Mary discussed what she feels is necessary regarding security considerations with the new entry access to the building and to the library. Mary wants to have visibility from her desk to outside the building and also visibility into the foyer. She has an alarm button under her desk that just rings the motion alarm. Mary will consult with Chief Chris Remillard and put together a list of security requirements.

New Business:**Budget:**

The budget will be ready by December 15 to present to the Selectmen. This will be a broad amount versus detailed, line by line amounts.

Mary's Health Insurance:

The premium for Mary's health insurance plan will increase by 11% for the year 2023. This will provide Mary with the same coverage as last year.

Library Grand reopening:

Items still needed in order for the library to open:

*Lighting outside and inside the foyer.

*Door and hardware between the foyer and the library with a keypad (and backup key) and also for the front doors.

*A velvet rope across the stairs leading to the upstairs room

*Handicap accessibility

Mary estimates the library reopening will be in March or April, 2023.

Closed Meeting:

Karen made a motion to start a Closed Meeting, David seconded the motion. All in favor 5-0 via roll call.

Pay rate increases were discussed for Mary, Lisa Cross and Lisa Poirier.

Karen made a motion to move to exit the closed session, Sara seconded the motion...all in favor 5-0 via roll call.

Open meeting:

*Mary returned to the meeting. Mary was informed of her pay increase for the year 2023 as well as increases for Lisa Cross and Lisa Poirier.

*There was discussion regarding a library cell phone for Mary. Mary doesn't feel that she needs a separate cell phone for library business at this time. The option of Mary receiving a reimbursement for the use of her private phone for library business will be discussed at a further meeting.

Old Business:

Pandemic Service Plan Review:

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

***Bruce noted** that a Selectman needs to be chosen as our ‘point person’ whom we can contact when necessary regarding Library business.

Next meeting: Next regular meeting will be Monday, January 9, 2023, at 6:30 PM in the Dunbarton Elementary School faculty room.

Adjournment:

Motion to adjourn (Karen Lessard)

Seconded (Sara Anderson)

Approved 5-0, via roll call.

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Sara Anderson