

**Dunbarton Public Library
Board of Trustees
Tuesday, February 4, 2025, 6:30PM
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 6:30 PM

There was one member of the public in attendance.

Minutes of January 2025 meeting:

The minutes of the January 7, 2025 meeting were reviewed. Mary noted a few changes and will share them with Sara Anderson, Secretary, for update. The revised minutes will be reviewed and approved at our next meeting.

Treasurer's Report:

Mary reviewed the financials. We continue to struggle with the on-line version of Quickbooks. Mary reviewed the payments that we have made for this product and the board discussed options. Mary and Karen will investigate this Quickbooks issue and report back to the board at our next meeting.

Director's Report:

- The report was reviewed. In addition, Mary noted information she had received from Empower Retirement, and we discussed the potential upcoming snow storm this week and the possible need to close the library for safety of staff.

New Business:

- a. By-laws discussion – Bruce shared the process to change the by-laws to indicate the board meetings are now on Tuesday evenings, along with proposed language to do so. Mary will post the language and the board will vote on the change to our by-laws at our next meeting.
- b. Develop parameters for hiring a second PT person
The board decided to table this discussion until after the town meeting.
- c. Upcoming training for Director and Trustees – Mary will attend the 2-day NELA this spring and we will send our new trustee to the trustee training

Old Business: none

Non-Public Session (RSA 91-A:3, II (a)) – there was no non-public session

Late Breaking News:

Mary brought up the Memo of Understanding (MOU) between the town and the library. We plan to review this after town meeting to address issues such as plumbing/toilets in the building addition, responsibility for the outdoor flag pole, and the creation of a contact list for library staff in the event of a facility emergency.

Next meeting: The board will likely not meet in March due to the town meeting, but will plan to do so if needed.

Otherwise, our next meeting will be at 6:00 pm on Tuesday, April 1, 2025.

Adjournment:

Motion to adjourn by Karen Lessard

Seconded David Petersen (his final duty as a Library Trustee!)

Approved by all via roll call.

The meeting was adjourned at 7:25 PM.

Respectfully submitted,
Carol Kilmister