

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, August 2, 2021, 6:00 p.m.**  
**Regular Monthly Meeting**  
**DRAFT**

**Attendance**

Trustees: Martha Wilson (Chair), Sara Anderson (Secretary), Bruce Banks, Carol Kilmister, Phil Kimball

Staff: Mary Girard (Library Director)

Members of public: Karen Lessard

**Minutes of July 12, 2021 meeting:**

*The minutes of the July 12, 2021 regular meeting were reviewed and corrected. Motion to approve (Bruce Banks); seconded (Sara Anderson). Approved 5-0, via roll call. Corrected minutes attached.*

**Treasurer's Report:**

The report was reviewed and accepted. Our bookkeeper, Linda Nickerson, discovered an error on our Citizen's Bank credit card: A \$345. credit was incorrectly issued to us. The error has been resolved. Mary reported that we are on track with our finances.

**Director's Report:**

Mary reviewed the report of Library programs and upcoming events. The full report is attached.

Mary advised that the circulation of hard copy books was up in July and that eBook checkouts are still high.

Chair Yoga is on the books for September through December but, as it is an activity that needs to be done in person inside the library, it is unsure yet if it will take place and depends on the Pandemic.

**New Business:**

Bookkeeper's Schedule: Linda Nickerson will be traveling to North Carolina soon for an extended visit with her son and his first baby. Linda feels confident that she can fulfill her duties as bookkeeper remotely from NC; she has been working remotely from her home since the pandemic began. Martha will sign any checks that need a signature, along with a second signatory; Karen Lessard will become authorized to co-sign checks.

Trustee Resignation: Phil Kimball will be retiring from the Board of Trustees this month. He has served on the library board for at least 10 years. Phil submitted his letter of resignation to Martha and the Board regretfully accepted it. The Board welcomed Karen Lessard who will be taking Phil's place.

ARPA Grant #2: Mary is working on the application for the second ARPA grant. The second grant is competitive, not guaranteed. The minimum amount allotted will be \$10,000. This amount can be shared with other libraries. Mary is researching rolling shelves for the library. Our library is small and rolling shelves could be moved to the perimeter of the rooms which would

open up the space for library events. The window for submitting grant requests opens on August 27<sup>th</sup> and closes on October 1<sup>st</sup>. The awards will be announced on December 1st and the money will be given out on January 1, 2022.

**Old Business:**

Dunbarton Town Hall Restoration Committee update: Mary attended the DTHRC meeting on July 7. The committee provided a copy of their 'Fact Sheet' which provides some information that they would like shared with town citizens who have questions about the project. We discussed the points on the fact sheet. A copy of the Fact Sheet is attached. The committee meets once per month and Mary will attend the meetings and share the information with the Board of Trustees.

Old Home Day update: The library will be closed on Old Home Day, Saturday, August 14, 2021. The THRC advised Mary that their float will be parked outside of the library during the event. Tours of the upstairs space will be offered throughout the day. Mary will lock the access doors between the old library foyer and the library proper and library restrooms. There will be portapotties provided for public use. The theme for Old Home Day is "Get Back Upstairs".

Pandemic Service Plan review: We reviewed our Pandemic Service Plan. We will remain in 'Phase Three Modified' of the plan: Occupancy of #5 people or one family for a brief 30-minute browsing or computer session: Walk-ins are now welcome but we encourage families or individuals wanting to use the computer to call ahead to schedule an appointment so that a preferred time is reserved: Masks are required for inside the building and recommended for programs outside. We will review the Pandemic Service Plan each month at our meetings.

**Next meeting:** Next regular meeting will be Monday, September 13, 2021, at 6:00 p.m. outside on the bandstand.

**Adjournment:**

*Motion to adjourn (Bruce Banks); seconded (Sara Anderson). Approved 5-0, via roll call.*

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Sara Anderson