

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, August 8 2022, 6:30 PM**  
**Regular Monthly Meeting**

**Attendance:**

Trustees:, Bruce Banks, Carol Kilmister, David Petersen

Absent: Karen Lessard, Sara Anderson

Staff: Mary Girard (Library Director)

Members of public: No members of the public attended.

**Minutes of July meeting:**

The minutes of the July 11, 2022 regular meeting were reviewed and corrected.

Motion to approve as corrected (Carol Kilmister)

Seconded (David Petersen)

Approved 3-0, via roll call.

**Treasurer's Report:**

The report was reviewed. Mary reported there was a town deposit at the end of July that's not noted on the hard copy of the treasurer's report. She also indicated that the ARPA grant money has been fully spent.

Also, Mary indicated that our income, including interest, is lower than anticipated in the budget, but we look to be on track in terms of expenses.

**Director's Report:**

- The report was reviewed; copy attached.
- Mary reported that construction on the renovation has slowed down considerably. The crew created a hole in the wall last week, unexpectedly, and she's seen a thin layer of dust on most of the books.
- The summer reading program was a bit shortened due to the facility changes. There seems to be a lot of families away on vacation and the numbers are lower than anticipated.
- The library staff attended the Active Shooter program last month.
- Mary submitted her final ARPA report last week – she was notified that it was received and accepted – woo hoo!
- She anticipates the new shelves will be in soon – the library is ready for them!
- Mary is excited that a small group of families are working with her have a presence in the Old Home Day parade. The library building will not be open on that day.
- Mary discussed upcoming staff vacations this month and next, with revised hours to accommodate limited staffing.

- Mary reviewed several upcoming programs.

### **New Business:**

#### **Review Library Credit Card and Finance Policies:**

Mary discussed that these two policies are important as they relate to our town and library audits.

The **Library Credit Card** and **Finance** policies were reviewed.  
The board did not have any suggested revisions.

Motion to approve the two policies as presented (Carol Kilmister)  
Seconded (David Peterson)  
Approved 3-0, via roll call.

#### Security and Lighting

The board discussed that they continue to have concerns related to the security of the libraries main entrance and what the lighting would look like, but some of these decisions will likely need to wait until the construction is closer to completion. However, we did discuss that the Police Chief would be a good resource to continue to connect with as we continue to consider appropriate options.

### **Old Business:**

#### **Pandemic Service Plan Review:**

The Phase 6 of the Pandemic Service Plan is still in effect; there are limited numbers of visitors

**Next meeting:** Next regular meeting will be Monday, September 12, 2022, at 6:30 PM in the library foyer on the Hwy 13 side of the library.

#### **Adjournment:**

Motion to adjourn (David Petersen)  
Seconded (Carol Kilmister)  
Approved 3-0, via roll call.

The meeting was adjourned at 7:11 PM.

Respectfully submitted,

Carol Kilmister