

**Dunbarton Public Library  
Board of Trustees  
Monday, July 11 2022, 6:30 PM  
Regular Monthly Meeting**

**Note: Due to the upstairs library renovation construction project, this Trustee Board meeting was held in the Dunbarton Elementary School Teachers' Lounge.**

**Attendance:**

Trustees: Sara Anderson, Bruce Banks, Carol Kilmister, David Petersen

Absent: Karen Lessard

Staff: Mary Girard (Library Director)

Members of public: No members of the public attended.

**Minutes of June meeting:**

The minutes of the June 06, 2022 regular meeting were reviewed and corrected.

Motion to approve as corrected (Carol Kilmister)

Seconded (David Petersen)

Approved 4-0, via roll call.

**Treasurer's Report:**

Mary reported that all deposits from the town are up to date. She said all of the ARPA grant money has been spent. Mary will deposit proceeds from a recent book sale to the Citizen's Bank account. The report was reviewed.

**Director's Report:**

The report was reviewed; copy attached. The construction of the Town-Hall build-out continues. The construction company was asked to install fencing and cones to keep people out. The window order is stalled but that has not stopped progress on the build. The windows into the library have been boarded up and there was discussion to make sure that Mary is safe and still has egress in case of emergency such as a fire. The library services are going well and patrons are 'going with the flow'. The Summer Reading program will run through July and it is going well. 'Touch A Truck' day was a big success. Lisa will take some vacation days in August and Mary will take vacation days in September.

**New Business:**

**Construction update:**

Mary reported that with the new entryway it appears she will not have the ability to see people entering the library. Mary spoke with the chief of police about safety

and security. He said cameras could be installed so she can see the entry into the foyer and the entry into the library. Bruce brought up the option of having buzzers for entry. Carol suggested Mary check out what other libraries do for line of site and security. Mary was scheduled to attend a security training the next day and would bring up these issues there. She will report back to the Board at the next meeting.

It was decided that every month at the meeting the Board will get a status check from Mary regarding the security.

### **Review Gifts and Dress Code Policies:**

The **Gift Policy** was reviewed. Mary goes over the gift policy with any person who is giving a gift to the library. It was decided that the gift policy can remain as written.

Motion to approve Gift policy as is (Carol Kilmister)

Seconded (Sara Anderson)

Approved 4-0, via roll call.

The **Dress Code** policy was reviewed. Some changes will be made including no inappropriate language on shirts which will be at the discretion of the Library Director or the Board of Trustees. The **Dress Code** policy will be retyped to reflect the changes and reviewed at the next Board meeting.

### **Old Business:**

**Men's coffee:** Men's coffee continues to be held in the church vestry.

### **Meeting Location:**

Library Board of Trustee meetings have been held at the Dunbarton Elementary School in the Teacher's Faculty Lounge since the construction project began. Mary suggested the meetings move to the old library foyer and the next meeting will take place there.

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

The Phase 6 of the Pandemic Service Plan is still in effect; copy below.

Pandemic Service Plan: Dunbarton Public Library: **May 1, 2022**

### **Phase 6: Town Hall Construction/Non-universally accessible Building Emergency Situation:**

This is a special circumstance, instituted by the Dunbarton Board of Selectmen. This phase will revert library services back to Phase Two Service Mode (curbside pick-ups) during the duration of the Town Hall Construction project. There will be no public access to the library during the construction project.

**Criteria:** Per the Dunbarton Board of Selectmen: Due to the major impact and safety concerns that the Town Hall Construction buildout will have on library operations, as well as the building becoming non-universally accessible, the Town Hall/library building will be closed to public access during the construction.

The General Contractor and Board of Selectmen estimate construction will be 20 weeks, once underway.

**Services:** Although the building will be physically closed to public access, the library will continue to provide access to materials through our online catalog and electronic resources. The library will use the front porch area of the Town Hall building for curbside pick-up and drop offs. Materials may be brought outside in good weather for patrons to browse. All programs will be held in person around the band stand, or virtually if the weather is poor. This includes our Summer Reading Program for children, to be held June 28-July 29, 2022.

**Preparation:** Shelving, walkways, signage, pick-up and drop-off sites for easy access have been set up. Updates to the library's website, online catalog, weekly newsletter, Facebook page, Bow Times and Concord Monitor, and incident board (found at the pick-up/drop off site) will update patrons with construction and library news. Photos will be uploaded regularly so that patrons will see the progress.

Selectmen gave permission to use the Town Common areas and band stand for outside programs. The town-owned picnic tables were brought over nearer the front porch area of the Town Hall.

**NOTE:** As of March 7, 2022, by vote of the Dunbarton Public Library Board of Trustees, facemasks became optional while inside the building. Staff will continue to wear masks while working. During the shift in library services, patrons should wear masks during summer library programs based on personal preference and personal level of risk. We ask anyone with symptoms or a positive test to stay at home. We ask anyone with an exposure to COVID-19 should wear a mask and follow CDC recommendations for isolation and quarantine.

As the library is closed during the duration of the upstairs renovation the Covid Plan only applies to the staff. The staff will continue to stagger their shifts and will continue to wear masks while inside the library. All library events will be held either via ZOOM or outside on the bandstand during the construction project.

**Next meeting:** Next regular meeting will be Monday, August 08, 2022, at 6:30 PM in the library foyer on the Hwy 13 side of the library.

**Adjournment:**

Motion to adjourn (Carol Kilmister)

Seconded (Sara Anderson)

Approved 4-0, via roll call.

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Sara Anderson