

**Dunbarton Public Library  
Board of Trustees  
Monday, April 05, 2021, 6:00 p.m.  
Regular Monthly Meeting  
Approved with amendments**

***Due to the Stay At Home advisory for COVID-19 declared by the governor in March, the Board met via Zoom, an internet tele-meeting site.***

**Attendance**

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

Staff: Mary Girard (Library Director)

Members of public: No calls received from public via telephone.

**Minutes of March 1, 2021 meeting**

*The minutes of the March 1, 2021 regular meeting were reviewed and approved as amended. Motion to approve (Phil Kimball), seconded (Bruce Banks). Approved 5-0, via roll call.*

**Treasurer's Report**

The report was reviewed and accepted. Mary advised that the town will make eleven deposit payments this year to the Library bank account, each in the amount of \$9937.18. Mary received the annual computer contract from Allen and he will be paid. Mary has paid her NHLTA dues and the Trustees dues will be paid shortly. Bruce asked Mary if a monetary value can be determined on downloadable books; if so, he suggested that amount be mentioned at the annual town meeting.

**Director's Report**

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

Mary expects the Summer Reading Program to be a combination of in-person (outside on the bandstand events) and virtual programs and will offer paper logs to the participants.

The first class visit to the library since the Fall will take place on Friday, April 9<sup>th</sup>. The visit will take place outside with Mary reading the class a story in front of the bandstand and the class will then have the opportunity to do the first story walk of the year.

**New Business**

Welcome new trustee Carol Kilmister:

Martha introduced Carol to the Board. Carol is taking over for Katie McDonald who retired from the Board March 1, 2021.

Yearly Committee Assignments:

Committee Assignments will stand for one year and are as follows:

Finance: Phil Kimball and Martha Wilson

Facilities: Mary Girard and Bruce Banks

Personnel: Carol Kilmister and Sara Anderson

Public Relations: Martha Wilson and Mary Girard

Policies Committee: All Board Trustees

Town Hall Restoration Committee Liaisons: Mary Girard and Phil Kimball

Town Joint Loss Committee (newly formed committee this year): Mary Girard and Bruce Banks

#### Latest from NHSL regarding ARPA funds:

Mary advised that there is quite a bit of money that is available for the NHSL from the American Rescue Plan Act. Details are still being shared with the NHSL and the state is forming a committee to set priorities as to how the money will be spent. The money cannot be used for construction. Some of the money will most likely be used for broadband connectivity.

#### Vaccines and HIPAA:

Though we cannot require that patrons or employees get a Covid vaccine we can require that all who enter the library wear a mask. In her capacity as Librarian, Mary cannot ask patrons if they have had the Covid vaccine.

#### Town Hall Restoration plan:

On March 24 Mary received 'Dunbarton Town Hall - Library Accessibility Improvement Plans' from Margaret Watkins, member of the Town Hall Restoration Committee (copy attached). The plans were drawn up by Dennis Mires, P.A., Manchester, NH. Mary emailed copies of the plans to us Board Members and we discussed them at the meeting. It was decided that we should reach out to the Restoration Committee for clarification of the plans. It was suggested that we have a member of the Restoration Committee attend one of our Board Meetings in order that we can ask any questions and voice any concerns that we might have. A joint walk-thru of the library with Restoration Committee members and Library Trustee Board Members was also suggested. Mary will contact them and report back.

#### Empower Retirement: Mary's contribution:

There was a discussion about Mary's contribution to her retirement plan.

#### Storage of Documents:

Carol inquired if we have a fireproof, locked box to store important papers such as Mary's personnel file. We do not yet have such a box but Mary will explore obtaining one.

### **Old Business**

#### Review Pandemic Service Plan

Mary proposed that we enter Phase 3 of the Pandemic Service Plan. (copy attached). Mary noted that in addition to the Phase 3 plan she will re-open the book drop for the return of books. All books will still go into quarantine after being removed from the book drop.

Motion to return to Phase 3 of the Pandemic Service Plan effective April 5, 2021 (Phil Kimball): seconded (Bruce Banks). Approved 5-0, via roll call.

#### Social media management update:

Mary is researching how to either change the ownership of our current library Facebook page or cancel that page and start a new page.

**Other:**

**NHMA Virtual Workshop Right-to-Know Law and Public Meetings and Governmental Records:**

Martha talked about the workshop that will be held on April 15<sup>th</sup>. The cost is \$40. Mary said there are funds to cover the cost of the workshop for those who want to attend.

Mary will contact Linda Landry for information on the Ethics Training class. Bruce Banks and Carol Kilmister need to take the class.

**Next meeting:** Next regular meeting will be Monday, May 3, 2021, at 6:00 p.m., via Zoom.

**Adjournment:**

Motion to adjourn (Bruce Banks): seconded (Phil Kimball). Approved 5-0, via roll call.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Sara Anderson