

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, July 12, 2021, 6:00 p.m.**  
**Regular Monthly Meeting**  
**CORRECTED**

**Attendance**

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

Staff: Mary Girard (Library Director)

Members of public: Margaret Watkins and Dave Nault conducted a DTHRC Q&A at 6:30 p.m.

**Minutes of June 14, 2021 meeting**

*The minutes of the June 14, 2021 regular meeting were reviewed and approved. Motion to approve (Bruce Banks); seconded (Sara Anderson). Approved 5-0, via roll call.*

**Treasurer's Report**

The report was reviewed and accepted. Mary said the IMLS grant in the amount of \$1321. was received on June 29, 2021 and deposited on June 30, 2021. Lisa Cross is back to working her pre-pandemic hours and will be paid accordingly. Mary has lined up a qualified person who will be able to substitute for her when necessary; it will be a paid position, not volunteer.

**Director's Report**

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

Mary advised that the circulation was up in June and that eBook checkouts are still high. Yoga instructor Sherry Gamble contacted Mary and would like to teach classes again at the library as soon as it is safe.

**Business Arising from Minutes and Reports:**

Dunbarton Town Hall Restoration Committee update: Two DTHRC committee members, Margaret Watkins and Dave Nault, attended the meeting and discussed with us the plans for the upstairs restoration project. The scope and sequence of the project is still evolving. The DTHRC feels strongly that Mary and the Board of Trustees should 'have a seat at the table' throughout the project. Mary will attend the DTHRC meetings and report back to the Board. Mary emphasized to Dave and Margaret that she and the Board need to be able to uphold the Library Mission Statement during every step along the way including the construction phase and ultimately the use of the upstairs space.

**New Business**

WIFI use and the possible expansion of our WIFI capabilities for public use were discussed. We currently have three networks, one of which is for public use. Two of the networks are private for library use only. It was decided that at this time we would monitor the public need for increased WIFI capabilities but will not change or increase our service until we see what the town will be doing for WIFI when the upstairs remodel/addition takes place.

Old Home Day: Old Home Day will take place on Saturday, August 14, 2021 beginning at 10:00am. After discussion it was decided that the library will be closed on that day. It was also

decided that the library will not have a float in the parade nor should there be a 'library themed float' entered into the parade by anyone else.

### **Old Business:**

Discussion and Review of Trustee Bylaws: Martha Wilson submitted for approval a revised ByLaws document. The draft was the culmination of discussion at last month's Board Meeting. The revised Trustee ByLaws were approved with the Motion to approve (Bruce Banks); seconded (Sara Anderson). The full copy of the revised ByLaws is attached.

Pandemic Service Plan: The state of emergency, first declared on March 13, 2020 and extended every three weeks since then, expired midnight June 13, 2021. Mary Girard suggested that we stay in the Phase Three Modified Pandemic Service Plan with 30 minute "in and out" library browsing services with occupancy limit increasing to five, and no-contact pickups continuing curbside. Patrons are encouraged to set up appointments for indoor browsing in order to secure the specific time they want to be inside the library. Additional library hours have been added by recalling part time staff on a staggered schedule. This schedule will be in effect throughout July and August. Mary noted that given our youngest population, which is a target audience for our popular summer reading program, is still ineligible for Covid 19 vaccination, masks will still be required indoors and recommended for outdoor programs. We will reassess our Pandemic Service Plan at the beginning of August.

ARPA Fund Update: The NH State Library is receiving \$2, 297.692. as part of the American Rescue Plan Act (ARPA) passed by Congress earlier this year. The ARPA funds have been disbursed to the NH State Library through the Institute of Museum and Library Services (IMLS) Grants-To-States program. With our first grant allotment Mary purchased 10 Launchpads, which are tablets pre-loaded with a mix of interactive science, technology, engineering, art, and math-based games. Mary also acquired a sandwich sign to post events outside of the library. A second grant cycle will be coming up in August; Mary is researching rolling book stacks as possible acquisitions with our second IMSL grant.

Playaway Launchpad Circulation Policy: The launchpads will soon go into circulation with the following procedure:

1. The launchpads will only be checked out to an adult with a library card that has been in existence for at least a month and is in good standing.
2. Only one pad can be checked out at a time.
3. The Launchpad needs to be returned in person inside the library...the book drop should not be used.
4. The Launchpad can be checked out for one week with no renewal.
5. Launchpads can be reserved.
6. The launchpads should not be cleaned by library patrons.
7. Each Launchpad will be clean and charged when it is checked out.

**Next meeting:** Next regular meeting will be Monday, August 2, 2021, at 6:00 p.m. outside on the bandstand.

### **Adjournment**

*Motion to adjourn (Phil Kimball); seconded (Carol Kilmister). Approved 5-0, via roll call.*

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Sara Anderson