

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, August 3, 2020, 4:00 p.m.**  
**Regular Monthly Meeting**

*Due to the Stay At Home advisory for COVID19 declared by the governor in March, the Board met via Zoom, an internet telemeeting site.*

**Attendance**

Trustees: Martha Wilson (Chair), Sara Anderson, Bruce Banks, Phil Kimball, Katie McDonald  
Staff: Mary Girard (Library Director)  
No calls received from public via telephone.

**Minutes of July 6 meeting**

*The minutes of the July 6, 2020 regular meeting were reviewed and corrected as follows: "The donation in Nancy Lang's name will be used toward the purchase of a projector, as requested by Nancy's mother, the donor." The Make & Take packets used materials left by Nancy Lang. Approved as corrected. Motion to approve (Phil Kimball); seconded (Martha Wilson). Approved 5-0, via roll call.*

**Treasurer's Report**

The report for the end of July was reviewed and accepted. Mary will check with Linda Nickerson on the QuickBooks source for "Town of Dunbarton Budget" on the Profit and Loss Statement.

**Director's Report**

Mary reviewed the report of Library programs and upcoming events. The full report is attached. The Read Squared summer program was quite popular. Other online programs have continued to be sparsely attended. Overdrive usage is way up, already surpassing total 2019 usage.

Mary has been making child-sized masks for public distribution.

**Old Business**

***Pandemic Policy Review:*** Mary is recommending that the Library proceed to Phase 3 (limited building access by the public) on September 15. The school district may not begin classes until after Labor Day (September 7).

Mary will include the requirement of masks in the Phase 3 plan. The Board will vote on adopting Phase 3 at its next meeting. The cleaning protocols and path of COVID outbreak have been rapidly changing, and we will continue to review our policies.

**New Business**

The Board reviewed three documents that have been adopted by the Town of Dunbarton:

- Employee COVID-19 Illness Policy
- Acknowledgement of Receipt of COVID-19 Policy
- COVID-19: Return to Work Checklist

*Motion to adopt use of COVID-19 Illness policy, Acknowledgement, and Checklist, currently in use by the Town of Dunbarton (Phil Kimball); seconded (Sara Anderson). Approved, 5-0, via roll call.*

**Next meeting:** Next regular meeting will be Monday, September 14, at 4:00 p.m., via Zoom.

**Adjournment**

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

*Motion to move to Non-Public Session (Katie McDonald); seconded (Bruce Banks). Approved 5-0, via roll call.*

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Katie McDonald