

**Dunbarton Public Library**  
**Board of Trustees**  
**Monday, November 9, 2020, 6:00 p.m.**  
**Regular Monthly Meeting**  
**DRAFT**

*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, Phil Kimball, Katie McDonald  
Staff: Mary Girard (Library Director)  
No calls received from public via telephone.

**Minutes of October meeting**

*The minutes of the October 5, 2020 regular meeting were reviewed and approved as written. Motion to approve (Phil Kimball); seconded (Bruce Banks). Approved 5-0, via roll call.*

**Treasurer's Report**

The report was reviewed and accepted.

**Director's Report**

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

A poll at a call with N.H. librarians last week revealed that most libraries are experiencing low in-person visits; curbside service is preferred. Downloadable books usage is "through the roof."

Despite the recent resurgence of COVID-19 cases in N.H. and in Merrimack County, Mary still recommends staying in Phase Three of the reopening plan, but will revert to Phase Two (no in-building service) as soon as she sees the necessity.

**New Business**

- a. Phase Three update:  
The Dunbarton Library will remain in Phase Three. Mary reviewed highlights of her proposed Emergency Dial Back plan, which would revert the Library to Phase One (full closure). In the event of Mary's incapacity, Assistant Librarian Lisa Cross would be able to take on the daily management of the Library, although it may be on a reduced-hours basis.
- b. Budget Planning  
Mary does not anticipate any major changes in the 2021 budget. She has prepared a short presentation for our meeting with selectmen in early January.

**Next meeting:** Next regular meeting will be Monday, December 7, 2020, at 6:00 p.m., via Zoom. The public is invited to attend via telephone conference.

**Adjournment**

*Motion to adjourn the public meeting and meet in Non-Public Session for discussion of personnel [RSA 91-A:311(a)] (Katie McDonald); seconded (Sara Anderson). Approved 5-0, via roll call.*

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Katie McDonald