

Dunbarton Public Library
Board of Trustees
Monday, September 13 2021, 6:00 p.m.
Regular Monthly Meeting
DRAFT

Attendance:

Trustees: Martha Wilson (Chair), Sara Anderson (Secretary), Bruce Banks, Carol Kilmister, Karen Lessard

Staff: Mary Girard (Library Director)

Members of public: There were no members of the public.

Minutes of August 2, 2021 meeting:

The minutes of the August 2, 2021 regular meeting were reviewed and corrected. Motion to approve (Bruce Banks); seconded (Sara Anderson). Approved 5-0, via roll call. Corrected minutes attached.

Treasurer's Report:

The report was reviewed and accepted. Our bookkeeper, Linda Nickerson, was in North Carolina last month and worked on the library finances from there. It all worked successfully including utilizing overnight mail. Mary scanned necessary documents to Linda. Mary says everything is going fine with the finances and we are on target.

Director's Report:

Mary reviewed the report of Library programs and upcoming events. The Summer Reading Program was very successful and wrapped up with ice cream coupons to all participants. Many of the library events have been successfully and safely held outside weather permitting. Mary is able to switch an event to virtual if the weather prevents it taking place outdoors. Chair yoga will be held outside but can move to virtual if necessary. The library hours of operation were reduced during the month of August to accommodate staff vacations and have been adjusted going forward in September as noted below. The story walk around the library continues to be popular with Mary posting timely stories.

The full report is attached.

New Business:

Welcome new trustee: Martha welcomed our new trustee, Karen Lessard, who is taking the position vacated by Phil Kimball. Phil retired last month. Karen will be on the ballot in March at the town meeting.

Election of vacant Treasurer position: Martha made a motion to elect Karen Lessard to the position of Treasurer. Bruce seconded the motion and motion was approved with a roll call vote 5-0.

Books in remembrance of Ouellette children: There was discussion on buying books for circulation in remembrance of Gavin and Nicholas Ouellette who died in a recent automobile accident. The boys attended schools in Bow. It was decided that Mary will research book choices and the Board will buy and donate the books to the library as a personal gesture.

Old Business:

ARPA Grant #2 update: Mary has almost completed the application for the second ARPA grant. Mary is researching rolling shelves for the library and will include the bid amount in the request. Our library is small and thus it's challenging during the pandemic to hold indoor events that comply with covid restrictions. Rolling shelves could be moved to the perimeter of the rooms which would open up the space for library events. The deadline for submitting grant requests is October 1st. The awards will be announced on December 1st and the money will be given out on January 1, 2022. Along with the rolling shelves, Mary is requesting a Meeting Owl Pro which would allow patrons to 'join' the event virtually if they so need and desire.

Dunbarton Town Hall Restoration Committee update: The DTHRC postponed their last meeting so Mary did not have any news to report. Bruce brought up getting some key items in writing regarding the library and the use of the upstairs room and there was discussion about that. The board again emphasized that it is important that we are part of the process and that there is open dialogue as the project proceeds. Mary and Lisa have been straightening the foyer so it is ready for DTHRC tours.

Pandemic Service Plan review: We discussed our Pandemic Service Plan. We will remain in 'Phase Three Modified' of the plan: Occupancy is limited to #5 people or one family for a brief 30-minute browsing or computer session: Walk-ins continue to be welcome but we encourage families or individuals wanting to use the computer to call ahead to schedule an appointment so that a preferred time is reserved: Masks are required to be worn inside the building and recommended for programs outside. Mary presented to the Board new library hours which will accommodate both the needs of the library patrons and also continue to keep the staff safe.

New hours:

Tuesday, Wednesday and Thursday: 10:00 am to 6:00 pm.

Friday: 10:00 am to 4:00 pm

Saturday: 10:00 am to 2:00 pm.

We will review the Pandemic Service Plan each month at our meetings.

Next meeting: Next regular meeting will be Monday, October 4, 2021, at 6:00 p.m. inside the library.

Adjournment:

Motion to adjourn (Bruce Banks); seconded (Sara Anderson). Approved 5-0, via roll call.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Sara Anderson