

**Dunbar Free Library
Board of Trustees Meeting
5:30 p.m. August 23, 2012
Minutes**

In attendance: Trustees Susan Mellow, Ed Jenik, Wendi Grant, Kevin Hughes, and Lorie McClory; Librarian Dawn Huston; Staff members Terry Heepe, Joey Holmes and Andy Gelston; and Susan Wren, president of the Friends of the DFL

1. **Call to Order:** The meeting was called to order at 5:30 p.m.
2. **Approve June Minutes:** Wendi asked that the spelling of her name be corrected. Ed moved the minutes be approved as corrected; Kevin seconded the motion. Unanimous approval.
3. **Public Comment:** Terry Heepe: She questioned Dawn's report regarding staffing while Lisette is out. She said the person Dawn is planning to hire cannot work Lisette's usual hours and other staff members have signed up to work those hours and Dawn will be filling in for Storytime. She said that Dawn's report indicates that the only other thing that needs to be done is the Big Read. She said it was the feeling of the staff at the staff meeting that no one needs to be hired.

4. Reports

a. **Friends:** Susan Wren: Contribution letters were sent in April. One was returned saying the person would not renew because the library cancelled ValueLine and Morning Star. She explained that it was not the Friends who did that but the trustees. The trustees reiterated that the two items were cancelled because they are costly and get little use. An on-line version is not a cheaper alternative.

The two summer events co-sponsored with ECA were very well attended: It's not about the hike drew 50 and the North Country Chordsmen drew 100. Two other co-sponsored events are scheduled for October and December. She has concerns about Lisette being out with two programs in the planning stages and has asked her for an outline of duties. Susan Wren will handle publicity.

Dawn: The Big Read in October will include a book discussion and a POE-try slam as well as a tie in with the Oct. 27 Haunted House in cooperation with Our Town and Blue Mountain Snowdusters.

b. **Treasurer:** Ed Jenik noted there was \$2,200 remaining at the end of FY12. Lorie made a motion to accept the treasurer's report; Susan seconded. Unanimous approval.

c. **Librarian:** Dawn Huston: Paula Dorr's art sale to benefit the library made \$1,320, with half going to the library. Susan made a motion that the money go into the building fund; Ed seconded. Unanimous approval.

Richard Electric has completed the generator work. Dawn will check on the scheduled testing time.

Hiring an additional person while Lisette is out (up to four months). Dawn said she did not know the staff was willing to cover additional hours. She noted that the person under consideration refused the position based on the salary. It was agreed that the issue would be revisited in September to make sure the additional person is not needed. Dawn said Lisette is allowed to volunteer and will still attend conferences and get mileage.

Miscellaneous: Trustees questioned why we are spending money to get rid of books rather than taking them to the transfer station to be recycled for free. Encore books takes mostly paperbacks and disposes of books that don't sell. Dawn will continue to use BetterWorld as described in her report.

Circulation: The highest number of downloadable titles is for Kindle. It's possible that the downloadable material has resulted in lower circulation numbers. Over 13 months there were 2,560 downloads: over 230 mp3 files, 582 epub, 779 wma audio and 883 Kindle. The trustees would like to see the breakouts over the next few months.

Checks were not written for June or July.

Ed made a motion to accept the librarian's report; Susan seconded. Unanimous approval.

d. **Building Committee:** Ed Jenik: Construction drawings are in process. We need to hire a construction manager and get a second opinion on pricing. Trumbull-Nelson is willing to donate services during construction but not as CM. The architect will assist in selecting a CM. There are options for the process: bid/design/build and design/build. There is a greater advantage in the design/build because the price is negotiated and could save 10-15%. If they go over the guaranteed maximum price, they eat the additional cost; if they're below, there can be a negotiated split. Possible CMs are Bruss, Milestone, T-N and Pike. They manage the project, sequence and schedule the process.

Work is supposed to start November 2013. Fundraising needs to be done and there is the option of floating a bond, with voter approval. Wendi and Lorie will check with AVA and Lebanon Opera House about who they hired as professional fundraisers. We will have people in to interview.

Ed made a motion to select a construction manager for the project and have approval for hiring in September; Susan seconded. Unanimous approval. The architect will send out an RFP and assist in selection.

5. Old Business

a. **Volunteer Gala:** Sept. 9, 2-4 p.m. at The Gobins'. Ed will get beer/wine; Lorie and Susan will get shrimp, cheese/crackers, fruit, veggies, paper products and BJ's. Dawn will bring spinach/artichoke dip. Trustees will make desserts. Arrive at 1 to assist with setup.

b. **Other:** Kevin has signed up for the orientation workshop in Newport. Wendi will attend the one in Concord.

6. New Business

a. **Change of Meeting Night:** Susan asked that the meeting night be changed to the 4th Thursday because of a work conflict. The next meeting will be 5:30 p.m. Sept. 27. Budget meetings will be scheduled for October or November.

b. **Program:** The trustees and Friends are co-sponsoring with Eastman Community Association Odds Bodkin Dec. 16 performance.

7. **Public Comment:** Terri Heepe apologized for her outburst during the Librarian's report.

Susan Wren commented on the BetterWorld discussion. She said there are books piling up and taking away space in the children's and volunteers' work areas. Space is at a premium and it looks messy. She said the messiness may be a deterrent to fundraising. We wouldn't tolerate this happening in the adult section. Dawn said BetterWorld won't take fewer than 10 boxes at a time, and noted that last year we took in \$500 at the most. The library no longer has its book sale. Trustees said to continue doing this only if it does not affect patrons. Boxes should be stored in the shed. Dawn said the shed is full. The trustees suggested a work day to clean out the shed.

Joey said she will use her vacation time by Sept. 1. She said she feels Dawn should come in earlier on Thursdays because it can be very busy, particularly during StoryTime. Dawn said she likes the flexibility of coming in later on Thursdays.

8. **Non-Public Session as per RSA 91-A3, II (a):** Ed made a motion to enter non-public session at 6:55 p.m.; Kevin seconded. Unanimous approval.

The Board returned to public session at 7:17 p.m.

Ed made a motion to seal the minutes of the non-public session; Susan seconded. Unanimous approval.

9. **Adjourn:** Kevin made a motion to adjourn at 7:17 p.m.; Wendi seconded. Unanimous approval.

Next Meeting Date: Sept. 27