

**Dunbar Free Library  
Trustees Public Minutes  
Sept. 27, 2012**

The meeting was called to order at 5:30 p.m. by Susan Mellow.

**Trustees present:** Susan Mellow, Ed Jenik, Kevin Hughes, Wendi Grant, Lorie McClory

**Public present:** Dawn Huston, Joey Holmes, Susan Wren

**Approval of April Minutes:** *Ed made a motion to accept the minutes as amended; Wendi seconded. Motion passed.*

**Friends of the Library:** Susan Wren said Dick Ober, CEO of the NH Charitable Foundation, will speak Oct. 10, sponsored by Friends and ECA. Also, the Friends will meet in October and November and will discuss purchasing a new DVD/CD cleaner.

**Treasurer's report:** DFL Special account is down to \$3,355. Still not sure what's left from last year's operating account after audit but think it's \$2,210.31. Paula Dorr donated \$818 to the library from her art sale.

*Ed made a motion to transfer \$2,210.31 from the operating account to DFL special; Susan seconded. Unanimous approval*

*Lorie made a motion to accept the Treasurer's Report; Wendi seconded. Unanimous approval*

**Librarian's report:**

- Dawn gave fundraisers names to Susan M. The trustees are looking for someone to organize the mailings and other fundraisers, perhaps a consulting fundraiser. Susan said the Enfield library has raised nearly \$1 million without holding a fundraising event. Wendi said she spoke with AVA and Lebanon Opera House, and said AVA hit its goal with one fundraiser and LOH had a professional fundraiser short term. Lorie said she will work on fundraising once she is done with the Lebanon Project Graduation auction in November. All agreed there needs to be a set plan for the addition before funds are raised. The library has access to grant books and websites, but most grants are for programming and not buildings. Ed said the final drawings and estimates should be available next month.
- Dawn said there have been memorial donations received, but some are earmarked for audios.
- Suzanne Brown will lead a book discussion Nov. 1 on four Poe stories as part of the Big Read

*Ed made a motion to approve the Librarian's Report; Kevin seconded. Unanimous approval*

**Expansion committee:**

- Ed said the committee met with three construction manager candidates: Trumbull Nelson, Cobb Hill and Milestone. All were qualified, but Cobb Hill was not familiar with the building or the project. Bids were submitted and a contract should be executed in the next couple of weeks. No money is paid out until the building actually starts. If nothing is done, the library owes the CM \$2,500 for work to put out the bids. The architect was very helpful.

*Ed made a motion to enter into a contract with Milestone Construction of Concord to be the construction manager for the building project; Susan seconded. Unanimous approval*

*Susan made a motion to accept the building committee report; Wendi seconded. Unanimous approval*

**Unfinished business:**

- **Fundraising:** Susan will continue pursuing the selling of a custom Cat's Meow of the library. The trustees agreed to use the current library sketch as the model.
- **Volunteer Gala** went well, but not a lot of people came. Susan recommended doing something different next year. The group thanked the Gobins for the use of their home for the event again this year.
- **Trustee conference:** Kevin said he discovered that it is against the law to hire a librarian without a contract (RSA 202a:15). Dawn said she has a letter. Questions were asked about whether it can be open ended or has to have a term. Pension is through the town. Is there a standard contract we should use? Kevin will look through the box in Dawn's office for a contract.
- ***Ed made a motion to approve the non-public minutes from August; Susan seconded. Unanimous approval***

**New business:**

- **Halloween:** DFL will give books and let children choose. Dawn will not be able to attend so others will take photos.
- **Staff evaluation process:** Usually completed by November. Kevin and Susan have already met once. Dawn does staff evaluations and the trustees do Dawn's. There is a form given to the staff to give feedback on the library director. Wendi and Kevin will do Dawn's evaluation.
- **CIP:** The town wants to trustees to update the library's CIP program. In addition to the building project, the current library roof needs replacing. Trustees agreed to put in \$25,000 for a new roof for the original building and ask for \$5,000 for each of the next several years to save for a new roof for the back portion of the building. They will also ask for 25,000 for the expansion in 2013 and 2014. Dawn will ask the town about the budget schedule.
- **Meeting dates:** The next trustee meetings will be held at 5 p.m. Oct. 25 (which will include a budget discussion) and 5:30 p.m. Nov. 29. There will be no meeting held in December.

***The meeting was adjourned at 7:10 p.m.***