

**DUBLIN PUBLIC LIBRARY TRUSTEES Meeting**  
**2/14/2024 - Minutes (DRAFT)**

Meeting called to order 5:03 p.m.

**Attending:** C. Sprague (Chair), K. Nichols, B. Haire, L. Graves, L. Abram, J. Rizzo, M. Hulslander, P. Bator, Karen Madigan (Library Director)

**Absent:** C. O’Riordan, S. Luxmoore (Alternates)

**Minutes:** P. Bator/K. Nichols moved/seconded to accept minutes from Trustees meeting on 1/10/24. **Motion passed.**

**Trustee Leadership Offsite:** M. Hulslander and P. Bator met with Nancy Jackson (facilitator) to frame objectives. Offsite will take place at the DubHub on Friday, February 16 from 2-5 pm. Anticipate and discuss next steps in the March trustee meeting

**Library Director Report: (attached)**

Elevator repairs – Notice received of elevator repairs needed. Director has talked to 4 elevator contractors and been unable to find one who is willing to do the work. Otis Elevator requires a year-long service contract (\$117 per month) just to be a customer. Light, piston, and emergency call button have to be fixed in order to pass inspection. K. Nichols got an extension through March 12 to do repairs, or be fined.

Google Workspace will be coming soon.

Dublin School volunteers will be coming on Saturdays to help dispose of weeded books. Director is currently heavily weeding nonfiction books.

All stats show a positive trend since December 2023: visits, circulation of collection, interlibrary loans.

DubHub is interested in coordinating an Easter Egg Hunt with DPL. Police Chief came on Monday to evaluate safety protocols. Chief recommended that Library have a way to lock entrance doors from the inside, and signage to keep patrons out of staff areas for safety.

Staff has requested subscription to Canva Professional. Deferred topic to April 2024.

Friends of Library received grant from Thomas P. Wright Fund for \$2750, which they applied for over a year ago.

Director will be away Feb 28-29.

**Treasurer’s Report**\_ K. Nichols distributed details of her investigation of our investment funds (balances, restrictions for use). Determined that money that should have been in the Kathleen

Allison Fund for nature and music books, has been incorrectly used to pay for lighting. Moved/seconded by L. Graves/P. Bator to open clearly-named accounts for the Kathleen Allison Fund and associated savings account; and to put \$5,000 into the fund, and \$496 into the savings account. **Motion passed.**

Library has been notified that there is a draft of Town Warrant Article 17 for CIP (Capital Improvement Plan) that includes window replacement and painting for Library in 2024. L. Graves and S. Abrams did a walk through of the building in September 2023 and did not determine a need for this work. Moved/seconded by L. Graves/K. Nichols to remove the draft Warrant article. **Motion passed.**

#### **Committee Reports** (reports attached)

Goals & Objectives: In interest of connecting with local organizations, Chris met w/Brad Bates at Dublin School, who is interested in planning a faculty meeting at DPL in the spring. Karen Madigan have a meeting scheduled with him next Tuesday for a tour and discussion of possible ways to get more student, faculty and staff engagement. Look for update in March. CS proposed that we have a one-pager drafted about Library objectives. Deferred conversation about implications for Library should Dublin Consolidated School close.

Personnel: Committee members met with P. Bator and K. Madigan to discuss feasibility of aligning key Library Personnel policies with Town Personnel policies: Holidays, Sick Days, Snow Days, and Children at Work. Will share these proposed policies with Trustees through Google Workspace when it is available, then Board will discuss and vote on their adoption.

Buildings and Grounds: L. Graves needs contact information for other electricians to do the work on the light fixtures. The one he's been working with has not delivered a detailed proposal. C. Sprague and B. Haire will forward recommendations.

L. Graves questioned the process for Town payables, as he is still waiting for reimbursement for the Mac computer. K. Nichols will follow-up.

In spring, will begin work on MOU with town.

Need to update Town Website to show that Karen Madigan is Director; remove old programming from Library website.

J. Rizzo/L. Abrams moved/seconded to adjourn the meeting at 6:52 pm.

**Next meeting Wednesday 3/13/23 at 5:00 p.m.**

#### **Next steps:**

- 1) Find a contractor to do necessary elevator repairs – K. Nichols and K. Madigan

- 2) Get Google Workspace set up for Trustees email and documents - K. Madigan and Elizabeth Moore
- 3) Explore interior locks for entrance doors – L. Graves
- 4) Post signage to restrict staff areas - K. Madigan
- 5) Open accounts for Kathleen Allison Fund and associated savings account – K. Nichols
- 6) Get additional electrician referrals – C. Sprague and B. Haire
- 7) Expedite reimbursement for Mac computer purchase – K. Nichols
- 8) Update website with new staff and program information – P. Bator
- 9) Draft one page library objectives for review in March- C. Sprague
- 10) Introduce in Agenda discussion of Offsite implications and actions- C. Sprague