

DUBLIN PUBLIC LIBRARY TRUSTEES Meeting
1/10/2024 - Minutes (DRAFT)

Meeting called to order 5:03 p.m.

Attending: C. Sprague (Chair), K. Nichols, B. Haire, L. Abram, J. Rizzo, L. Graves, M. Hulslander, P. Bator, Karen Madigan (Library Director), C. O’Riordan (guest), D. Garner (Friends of Library, guest) **Absent:** S. Luxmoore (Alternate)

Minutes: P. Bator/M. Hulslander moved/seconded to accept minutes from Trustees meeting on 12/13/23, with edits “Volkert will turn over outbound communications to the Director,” and correct spelling of Minotaur to Minatair. **Motion passed.** L. Graves/P. Bator moved/seconded to accept minutes from Trustees Special Meeting on 12/27/23. **Motion passed.**

Year end gifts: \$250 received from Rizzo family; \$25 received from J. Healy. K. Nichols/L. Graves moved to accept gifts. **Motion passed.**

M. Hulslander reported that five different people have mentioned to her the “good things going on” at Library.

Library Director Report: (attached)

Distributed list of prioritized projects under each strategic goal.

Reviewed proposals:

- 1) Question of staff hours has been resolved at 48 hours per week. C. Sprague suggested we recognize Volkert Volkorsz for his outstanding contribution in the interim.
- 2-3) Director recommends membership in NHLA and ALA and NH certification for completing a program of training, for all staff members. L. Graves/P. Bator moved to approve staff membership in NHLA and ALA, and for NH certification of two staff members, for a total cost of under \$300, with memberships renewing annually.
Motion passed.
- 4) Printing/copier fees to offset cost of supplies – L. Graves/L. Abrams moved that we establish a charge of .10/per page for B/W copies and .25 per page for color copies.
Motion passed.
- 5) Electronic counters – will research devices.
- 6) Google Works (Google docs, document storage, email etc.) All staff and trustees will have a dublinpubliclibrary.com email address. M. Hulslander/J. Rizzo moved/seconded to adopt Google Works as soon as possible, with training to be provided before the February meeting. **Motion passed.**

Packets distributed to Board with costs of memberships, acquisitions best practices, goals and priorities, December stats, projects timeline, Biblionix data for 10/23 – 12/23.

- 7-9) New programs include Wednesday morning storytimes, health fair, game night, knitting group
- 10) Update Policy & Procedures manual with Personnel and P. Bator
- 11) Investigate grants
- 12) Have invited police and fire walkthroughs for safety procedures

C. Sprague mentioned that the DPL will need to submit operating information for the 2023 NH library census and reporting will need to be done. He will provide the spreadsheet with data needed.

Committee Reports (reports attached)

Goals & Objectives:

- Priority for 2024 is to “Run Well” – by being community engaged, coordinating programs with other community partners, hiring/developing new staff, lifelong learning, technology enabled, less dependent on warrant article funding
- Outward communications: Going forward will feature Director’s article monthly in Advocate; Trustees Corner quarterly.
- Town Annual report – prepare for March Town meeting
- Implement Google Works

Donna Garner proposed a Trustees off-site meeting with Nancy Jackson as pro-bono facilitator to review responsibilities of Trustees, align with 2024 priorities. P. Bator and M. Hulslander will contact Nancy Jackson about developing an agenda and timeframe.

L. Graves/M. Hulslander moved/seconded to nominate Charlie O’Riordan as alternate Trustee.

Motion passed. C. Sprague will notify Town Hall.

Personnel: Draft policy on Children of Staff circulated, along with policy on Unattended Children, to be discussed in February. P. Bator will work with the Personnel Committee on updating our policies, including around privacy issues.

Programs: On Saturday January 13, there will be a meeting to discuss open town positions, including two open Library Trustee positions.

Finance: K. Nichols provided snapshot of bank and fund balances. B. Haire would like more granular reporting on specifics of expenditures going forward. Budget Committee questions have been addressed. K. Nichols will take Director to M&T Bank to get her access to debit card.

P. Bator/M. Hulslander moved/seconded to accept all committee reports. **Motion passed.**

J. Rizzo/K. Nichols moved/seconded to adjourn the meeting at 7:11 pm.

Next meeting Wednesday 2/14/23 at 5:00 p.m.

Next steps:

1. Make specific recommendation to recognize V. Volkersz – C. Sprague
2. Initiate ALA and NHLA membership and NH certification program for staff – K. Madigan
3. Communicate the new printer/copier fees in the library – K. Madigan
4. Research electronic patron counter devices – K. Madigan

5. Schedule Google Works training for staff and trustees – K. Madigan
6. Provide spreadsheet for annual reporting data to Director – C. Sprague
7. Contact N. Jackson about date/agenda for a Trustees retreat – P. Bator, M. Hulslander
8. Notify Town Hall of Board's approval of C. O'Riordan as Alternate Trustee – C. Sprague
9. Get debit card access for Director – K. Nichols and K. Madigan
10. Introduce Karen Madigan to key town stakeholders
 - Jamie Trowbridge- Yankee Magazine
 - Theresa Imhoff/Monica Laskey- new head of DubHub
 - Brad Bates- Dublin School head