

DUBLIN PUBLIC LIBRARY TRUSTEES Meeting
3/13/2024 - Minutes (FINAL)

Meeting called to order 5:00 p.m.

Attending: C. Sprague (Chair), K. Nichols, B. Haire, L. Graves, L. Abram, J. Rizzo, M. Hulslander, P. Bator, Karen Madigan (Library Director), S. Luxmoore, C. O’Riordan, (Alternates)

Absent: none

Congratulations to C. Sprague and L. Graves who were both elected as Trustees to join the Class of 2024, to serve three-year terms.

Minutes: L. Graves/P. Bator moved/seconded to accept minutes from Trustees meeting on 2/14/24 with the following changes: under Library Dir Report, change “K. Nichols got an extension through March 12” to “K. Madigan got an extension through March 12.”. **Motion passed.**

Library Director Report: (attached)

- Easter Egg Hunt on March 23 – B. Haire and K. Madigan will make 200 cloth eggs to avoid plastic waste!
- Dublin school astronomy teacher will do a program on the upcoming April eclipse. Library has acquired 100 pairs of eclipse viewing glasses.
- Rodger Martin will return in April with poetry reading and exhibit of Chinese prints, Dublin School students will be invited.
- Google Workspace authorization – still waiting for approval.
- Elevator repairs to be done on Friday March 22. Department of Labor deadline was extended (again) to March 29.
- Non-fiction weeding done.
- Fire alarm inspection passed, emergency and lockdown procedures posted. Researching one button alert to police
- Bay State Books coming to take the excess books in currently storage.
- June 15 – Friends of Library Booksale planned.
- Stats – all relevant measures going in positive direction month to month.
- Warrant article #14 - Resident Jeff Pinney questioned whether Select Board should be the agent for Capital reserve funds to be expended at Library and other departments. Library will be removed from article by amendment prior to vote at town meeting.
- K. Madigan suggested we purchase/install deadbolts inside the exterior doors in the event lockdown is needed. Recommended by Chief Suokko of Dublin Police Department. L. Graves is investigating solution that is safe and effective for transparent doors and will report next week. Also evaluating one button alert systems.
- P. Bator/B. Haire moved to accept the Wright grant for \$2750 for non-fiction books.
Motion passed.

- Patron requested a physical subscription to *New York Times*. M.Hulstlander/L. Graves moved not to purchase this subscription due to cost. **Motion passed.**
- Heavy rains recently overflowed gutters, which need to be cleared.
- Propane tanks for the fireplaces can be sistered when tanks are moved later in spring. Place signs by fireplace saying that staff will light them on request.

Treasurer's Report

Motion by P. Bator/K. Nichols to regularly include an agenda item after the review of minutes to accept unanticipated gifts/moneys less than \$10,000. **Motion passed.**

Motion by K. Nichols/B. Haire to accept the annual grant from NH Charitable Foundation in the amount of \$1916.34 for general operating support. **Motion passed.** K. Madigan will investigate other NHCF grants available to libraries.

Several CD's matured on 3/9, and new rate will be 4.5%. K. Nichols/L. Graves moved/seconded to roll over these CDs at the new rate, and to move \$5000 into the Kathleen Allison Fund, \$946.73 into the related savings account. **Motion passed.**

Our current "endowment value" is \$102,593 as of 2/19. Unassigned checking account balance is \$2,666, lowest point in recent time, so Board noted we should exercise caution in spending until the next distribution from town funds. K. Nichols wants to use the Mary Edick and Art Restoration funds, currently held in our checking account, as soon as possible, as well as funds in the separate savings accounts earmarked for the purchase of books (see chart of accounts in Treasurer's report).

At Town Meeting on 3/16/24, Town will vote on Library line item of \$139,906, up from \$136,980 in 2023, of which we spent \$125,022.

Committee Reports (reports attached)

Buildings and Grounds:

- Bid received and accepted from Elm City Electrical for replacing fixtures in the old part of the building.
- Next will address replacement of fluorescent fixtures in the Program Room and non-public space.
- Access point for extending wifi to parking area is ready for installation.
- C. O'Riordan working on print management setup so that patron PC's can access printer while maintaining security of admin computers. Also installed KeyPass for password management.
- Google Workspace needs to associate with our website domain name, but right now, ownership of our website (Weebly platform) is unclear – may belong to previous Director. P. Bator will reach out to her, and C. O'Riordan will follow up to see if she can provide the administrative details needed.

Personnel:

Work has begun on aligning personnel policies with Town personnel policies.

P. Bator/K. Nichols moved/seconded to add a regular agenda item for Policy Review, to bring proposed policy updates (after review by Library Director) to the full board for approval. **Motion passed.** Goal is to review the entire policy manual in 2024.

Goals & Objectives:

Trustee Leadership Offsite meeting – sent letter of thanks and offer of book selection/dedication to Nancy Jackson.

Summary of output from offsite (attached) – how will we operationalize these “agreements”?
Do they map to the pillars of our strategy?

- Build strong town relationships
- Focus on the mission
- Support the staff
- Learn from and with others
- Be a safe and kind place
- Be an effective board

P. Bator suggested we review agreements/strategy alignment at next meeting.

Email guidance – D. Garner recommends board be mindful of restriction of email “conversation” about issues facing the board. With Google Workspace emails, each Trustee’s email account will be turned over to the Library when a Trustee leaves. Discussion followed of appropriate content of email communication.

J. Rizzo/K. Nichols moved/seconded to adjourn the meeting at 6:59 pm.

Next meeting Wednesday, 4/10/23 at 5:00 p.m.

Next steps:

- 1) Elevator repairs to be completed before March 29 – K. Madigan and L. Graves
- 2) Purchase and install interior deadbolts or similar security measures – L. Graves
- 3) Clear gutters in “notch” area between old and new parts of building – L. Graves
- 4) Post signage that staff will light fireplaces on request – K. Madigan
- 5) Awaiting response from Google on Workspace – denied since meeting, so will need to investigate other solutions. – C. O’Riordan
- 6) Contact previous Library Director to determine website ownership – P. Bator, C. O’Riordan
- 7) Prepare for discussion of alignment of “agreements” identified at off-site meeting with our strategic plan – C. Sprague