

DUBLIN PUBLIC LIBRARY TRUSTEES Meeting
4/10/2024 - Minutes (DRAFT)

Meeting called to order 5:00 p.m.

Attending: C. Sprague (Chair), K. Nichols, B. Haire, L. Abram, J. Rizzo, M. Hulslander, P. Bator, L. Graves, Karen Madigan (Library Director), Donna Garner (Friends), Yedida Landis (guest)

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

C. Sprague gave overview of Google Workspace for meeting documents, agendas, and minutes going forward. Trustees should each set up time with Liz Moore to get credentials set up.

Minutes: L. Graves/M. Hulslander moved/seconded to accept minutes from Trustees meeting on 3/13/24. **Motion passed.** Will ask at upcoming NHLTA conference about guidelines for keeping old printed minutes and attached reports.

Donations and Gifts: Received 136 books for Friends, and 2 knitting tools, various kitchen gadgets for Library of Things. L. Graves/M. Hulslander moved/seconded that we accept these gifts. **Motion passed.**

Library Director Report:

- Over 100 people participated in the Easter Egg Hunt – great success!
- Rescheduled Eclipse presentation drew 20+ people
- Knitting group to start on 4/23/24
- Awaiting final invoice for elevator work
- Google Workspace implemented – thanks to Liz Moore!
- Ancestry.com is up and running again after membership expiration
- Bay State Books collected the discard books for distribution or recycling
- Emerson Sistare of Toadstool Bookshop is interested in joint author visits
- Dampness sensor alarm in mechanical room has been going off and needs to be replaced. Monadnock Security will send a proposal for that as well as for installation of a panic button.
- Request received from local foster parent to use Dublin Public Library for a supervised family visitation site. The 7 secure centers in New Hampshire for this purpose have been defunded. Pam Bator will take on drafting a Library policy on this subject. Director will get back to person who made request, saying trustees are working on a policy.
- Director’s husband is willing to build a display case for antique books, for the cost of lumber. Trustees asked for an estimate of material costs.
- Director asked Board to consider the possibility of a library cat. Town of Dublin currently has a policy that no animals allowed in Town buildings. Director will develop a proposal for our May meeting.

Policy Review: P. Bator distributed a proposed Policy Review Process, recommending that proposed new and amended policies be reviewed in stages over the course of at least 3 meetings: Identify, Research, Draft, Propose/Discussion, Adopt/Publish. As we undertake an ongoing review of all our policies, there will be at least one policy under review at each stage.

Proposed revisions to Personnel policies submitted by L. Abram on behalf of the Personnel Committee:

- **Holidays** – Trustees voted last year to leave to Director what the holidays will be for the upcoming year. The proposed policy revision lists a total of 11 holidays which match Town holidays. Trustees recommended that we consider replacing Day after Thanksgiving with a Personal Day, which could be taken with Director's approval. Next step – estimate the financial impact of the changes as recommended, and report back at May meeting.
- **Sick/Medical Leave** – The major change proposed is to increase sick time from 1 to 2 weeks per year, which can be rolled over if unused, but will not be paid out at end of employment. Next step – to estimate the financial impact of the change, and determine maximum amount of rollover sick time in weeks, not hours as currently specified.
- **Snow Days** – if employee is scheduled to work on a day the library closes for snow, they have the option to work or do training from home at their regular pay, or take an unpaid day off. Next step – estimate the financial impact, and report back at the May meeting.

General policies submitted by P. Bator on behalf of the Goals and Objectives Committee:

- **Censorship and Complaints Policy** – proposed policy adds text stating censorship is an individual matter, and spells out the process for decision and appeal. She also provided a proposed Request for Reconsideration of Library Materials form (based on Jaffrey Public Library form). Next step – review this policy for discussion/adoption at the May meeting.
- **Collection Development and Freedom to Read** policies are closely connected to the Censorship and Complaints Policy, and will be reviewed next.

We agreed to use our Google Workspace to post policies in process. These will be reported prior to meeting so we can all review them prior to our meeting. Our policies need to be posted on our website.

Committee Reports

Buildings and Grounds:

- Lighting (Phase I) is complete with installation of replacement fixtures on main level.
- Handrail from sidewalk must be replaced after being damaged by snow removal equipment – L. Graves will talk to Town about responsibility for this. Additional railing that is Town property also needs to be replaced.
- Copper gutters are leaking
- Front door electronic deadbolt is easy install. Downstairs metal door is more difficult to secure, and glass windows should be frosted.

- Outdoor WiFi still awaiting work for full implementation.
- Director pointed out a hole in outside garden that should be filled when the snow melts.
- L. Graves asked that Director not have propane tank refilled, in preparation for moving it.

Goals & Objectives:

- Agreed to set aside 30 minutes at May meeting to review the strategy document and the action items identified at our Trustees retreat
- C. Sprague summarized Library performance data over past six months:
 - 40% increase in checkouts since October 1, 2023
 - 180% increase in total visits; avg per day is 31 (March 2024)
 - 151 people attended meetings at Library
 - Collection of approximately 20,000 items
 - 19 programs offered with 173 people attending
 - Quarterly Trustees Corner article for May Advocate available for review

Treasurer's Report:

- Investment accounts made \$9000 in Q1
- Kathleen Allison funds deposit complete
- Kathleen Allison artifacts found in locked filing cabinet in mechanical room.

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

K. Nichols will send congratulatory note to former employee Ella Cademartori who is new director of the Greenfield Library, and connect her with Karen Madigan.

D. Garner – Friends will make a proposal for a program plan that they can support with supplementary funds.

M. Hulslander/P. Bator moved/seconded to adjourn the meeting at 6:59 pm.

Next meeting Wednesday, 5/8/23 at 5:00 p.m.

Next steps:

- 1) Trustees should make arrangements to meet with Liz Moore to set up access to Google Workspace (ALL)
- 2) Get estimate of material costs for display case for antique books – K. Madigan
- 3) Create proposal for a library cat – K. Madigan
- 4) Estimate financial impact of proposed Personnel policy changes – K. Nichols, L. Abrams
- 5) Post library policies on website – P. Bator, K. Madigan
- 6) Follow up on repair/replacement of two railings in front of building – L. Graves
- 7) Follow up on possible leak in copper gutters – L. Graves
- 8) Follow up on deadbolt security at exterior doors and panic button – L. Graves
- 9) Follow up on dampness monitor in mechanical room – L. Graves

- 10) Submit quarterly article for Dublin Advocate – C. Sprague
- 11) Send note to new Director of Greenfield Library – K. Nichols