

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00PM August 12, 2020

Attending: Meeting held by Zoom. C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, D. Flynn, S. Gillette, J. Holmes, M. Smith (alternate), E. Walker, R. Lovett (Director).

Regrets: A. Davis, B. Gurney

C. Snitko announced rules of the meeting: raise your hand if you wish to speak.

Minutes of July 8, 2020; approved with the following corrections and additions: Last names of Borden, Vanderbilt, Cayford, and Gillette added to inspection line, upon changed to up on in PPE line, 4<sup>th</sup> line of MOU paragraph changed to Nancy will check with Town Administrator Kate. Move to accept as corrected by J. Holmes; seconded by N. Cayford.

Gifts: Books donated by Phil Gammons and G. Bartlett. Motion to accept: S. Gillette; seconded by D. Flynn.

Director's Report: Rachael stated that the two new employees started last week. Both are working with curbside orders and doing great. They did all of curbside work this week enabling Rachael to work on other things. Melanie will be the children's assistant. Curbside going well; a few more patrons have received cards. Rachael may do a virtual program on zoom to explain how to access the site. Rachael will be out of town next week on vacation but will be available by cellphone or email. New workers will be fine while she is away. There are 2 more weeks of summer reading. May have an outdoor scavenger hunt when we are open. Note paper requested by Rachael has been created and ordered. N. Cayford took the photo and her daughter helped set it up on the notecard. Nancy will work with Savron Graphics and will order either 50 or 100 cards depending on price. Library title will be updated to DPL as current cards had very old title of Dublin Community Library! Funds for note cards will not need to be voted on as they can come out of our budget.

Financial Report: C. Snitko stated that figures emailed from B. Gurney included checking account balance of \$4582.74 and People's security balance of \$98,114. We have 53.83% of the town budget remaining. Electricity charges are down as lights have not been on much and there was a period of no staff pay being made. N. Cayford commented that the comfort of coolness with the air conditioning is wonderful. Bill G. and C. Snitko went into People's Bank on 7/24 and signed cards for the accounts. Celeste has to go back as her name spelling and D.O.B were incorrect.

Building and Grounds Report: N. Cayford stated that Steve's Lettering is able to do new hours sign now. Cost is \$135 and Rachael will take the money out of the budget. Rachael has offered to paint the window changes. Nancy will ask Steve for the window letters that we need to match the current ones. The hours for the future will be put on the signs. Nancy also reported that following a heavy rainstorm with high wind recently, a lot of water came into the basement under the insulation in the area that we just had cleaned. Water has been cleaned up and Rachael moved a dehumidifier into that space. Nancy spoke to C. Simpson who installed pipes 20 years ago along the front of the building; they run beside the granite walkway to the parking lot. The west side of the front door's pipe is not working; seems to be plugged up. Nancy stated that there is a rotary to snake down into pipes. She also met with Michael

Given as he had installed pipes near the garden through the stonewall. He recommends installing a rubber membrane down in the ground from the front door around the west side right next to the building. It would probably have to wait until spring and have a warrant article submitted. Celeste stated that we would need his estimate before asking for other bids. Nancy also talked with Brian Barden, former road agent, who stated that the building used to have rain gutters which were removed when the addition was done. Celeste asked that we get a ballpark figure for cost of membrane installation and Nancy will check with him.

Approving money for expenses or for a project or getting reimbursement discussed. Suggested that one talk to Rachael as she would know what part of the budget money could be taken from. No amount limit is specified but Rachael could determine if purchase needed to be discussed such as purchasing for computers. Anything requiring taking money out of the trust funds would have to be voted on.

Unfinished business: Update of state opening discussed. Stage 3 will be continued with curbside pickup and some staff in the building. When Rachael is back from vacation she will start removing things that would lead to congregation such as some chairs, kids toys, so patrons just browse and choose materials. Limited bathroom use and cleaning discussed. Possibility of key mentioned. Most libraries are admitting patrons by appointment. We would open on Monday, Tuesday, Wednesday in a 3 hour chunk of time. Curbside would still be available. Admission limited to two patrons at a time or one family unit. No school program before New Year and then will reevaluate. Appointments and curbside combo will put us into stage 4. No programs or groups are advisable. We can reevaluate the need for appointments once we see how many attend. Mandatory masks will be required. If no mask, then person can use curbside. All trustees agreed masks will be mandatory. (We will have masks to offer). If person not agree to wearing a mask he will be asked to leave. Police station is next door if help is required. Rachael stated that we could be ready by September 8<sup>th</sup> for this next phase. She will have it put in the September Advocate.

Memorandum of Understanding update: D. Flynn, subcommittee chair, stated that everyone was sent an email of the latest revised copy to review and we now hope to move forward. N. Cayford made a motion that we accept the MOU that we have presented and have it sent to the municipal lawyers for inspection. Seconded by S. Gillette. Discussion followed. Celeste started the discussion stating that she feels an MOU is not necessary and could open us to negotiations we do not want. While she has been a trustee there has been an excellent working relationship with the Select Board and the Budget Committee. She feels that spending money to have an attorney review the document is not a prudent use of our limited resources. She stated that according to the NH Municipal website they do not review contracts. Nancy stated that the Town Administrator would send the MOU to them to see if it is on track; not to be picked apart. Dorsey state that we are not asking for anything the Town hasn't already been doing. Nancy commented that we call it an agreement, not a contract and that the NHLTA is encouraging libraries to establish MOU's and held a recent workshop to discuss these. This document consists of RSA's and makes it clear. It is a good short cut; more clear as to what our responsibilities are. Gail supports the document and stated an MOU provides a permanent reference document for present and future library and select boards as members of both boards change on a regular basis. This clarifies responsibilities of each and should not be offensive to the select board. Jane agreed that she would not use contract to describe it, it's an agreement. She wondered about asking former trustees about it. Sue and Bethe voiced support of agreement. Connie questioned the need for it.

An individual vote was taken: 7 for; 1 against. So moved.

Future meetings: the majority would prefer to continue on Zoom. Gail may need to use the library internet. Dorsey is moving August 28<sup>th</sup> to Peterborough. Celeste stated that Dorsey must come off the board as she will no longer be a town member. Bill Goodwin was an exception when he continued a few months as he was a permanent trustee. She stated that the Board can appoint an alternate to complete Dorsey's term. Celeste made a motion to appoint Bill Gurney to finish Dorsey's term. Seconded by C. Cerroni. All voted in favor. So moved.

Meeting adjourned: C. Cerroni made a motion to adjourn; seconded by D. Flynn. Meeting adjourned at 8:35 PM.

Next meeting: September 12, 2020 7:00PM

Respectfully submitted,

Gail Bartlett, Secretary