

DRAFT

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 pm September 9, 2020

Attending: Meeting held by Zoom due to current COVID-19 restrictions. C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, B. Gurney, S. Gillette, E. Walker, R. Lovett (Director).

Regrets: J. Holmes, A. Davis (alternate). Absent: M. Smith (alternate).

Minutes of August 12, 2020 approved with correction of next meeting date September 9<sup>th</sup> and 4 computers changed to for a computer. Motion to accept by C. Cerroni; seconded by N. Cayford.

Gifts: Four books by Club of Dublin and six history books about the White Mountains by Robert Averill. Motion to accept by N. Cayford; seconded by S. Gillette.

Director's Report: Today was the first day the library opened to appointments; there were nine appointments and five curbside pickups; all went well. Rachel attended budget meeting in the morning and also the roofing unexpectedly started today. Rachel received Mary Edick's resignation today. She wishes to stay at home now that the library is open to patrons due to Covid concerns and health concerns. A new employee will be looked for; Rachel has a few possible candidates from the previous ad. We hope to have the library open full hours by Thanksgiving as Conval schools will be only be remote learning from then until MLK day. We would like the library up and running during that period. Computer use will probably not be increased as Conval gives each student a computer device. Parents can check out home school activities and Rachel will check with the schools. If Covid numbers increase then our opening plan would be thrown off. Intralibrary loans have started again and we will have our own van stop. Requests will be taken next week and a week later deliveries will be made.

Sue stated that she and her husband had a library appointment today and met the staff who were delightful; Sue and her husband were happy to get inside and it all worked perfect. Nancy asked how many people would be inside at once and Rachel stated that 6-8 at a time would be allowed to accommodate families as there are 3 employees; all stay spaced out. Two single patrons at a time may enter.

Financial Report: B. Gurney reported that there has been little activity on the accounts; only a few cents in interest. We have used only 51% of our town budget and are into the third quarter. Next month we will receive the report on People's Securities. He met with Rachel and Celeste to discuss the 2021 budget this morning. A preliminary budget is due this Friday with warrant article requests due by September 30<sup>th</sup>.

Building and Grounds report by N. Cayford: The new hours sign was installed this week and the invoice of \$135 mailed to Rachel. Nancy and her husband removed the dead branches from the crab apple tree at lower entrance and Richard took them to the dump. Nancy reviewed that she contacted several

people regarding drainage pipe information on upper level. JLC septic services was recommended to check the status of the pipes. He will inspect and flush pipes if plugged. As most seem to be nonfunctioning, he can use a camera to inspect them and will hand dig the west sink hole to check for the problem. He estimates \$1500 to do this work. As he is quite busy an appointment for September 15<sup>th</sup> has been penciled in after approval of the board. Bill Goodwin had no recollection of pipes ever being checked. He also thinks gutters were taken off the roof in 1998 because of ice. Nancy will look further into that. Celeste stated that there is money for this project in the budget now as we have only used 51% to date. C. Cerroni moved that we proceed with the project to clear the drainage pipes with JLC Septic Services. Seconded by S. Gillette. No further discussion. Vote taken: all in favor; so moved. Nancy will meet Corey from that company at 7am of the 15<sup>th</sup>. Gutters discussed: Celeste stated that there is a picture of the library in the archives showing gutters on the old building. They were taken down at the time of the new addition after the ice storm. We will get quotes on cost to see if we need a warrant article for them. Corey thinks the major water is coming from the front and west side of the building. Gutters could bring water into drain pipes. Bill suggested that the expense be put into the regular town budget not a warrant article depending on the cost as gutters are something that were originally on the building. He suggested Melanson as someone who might do that job.

New Business: Budget: Celeste stated that our budget numbers are pretty much the same. Computer budget was more last year as we established Apollo so it is \$2000 less this year. \$1000 will be needed to maintain Apollo. Nancy mentioned that money was taken out of programs and books last year and moved to salaries. Rachel stated that current money for these two items is okay for 2021.

Old business: Nancy questioned if May 2021 NHLTA meeting may end up being virtual.

MOU Update: Nancy reported that after our August meeting Bruce Simpson looked at the document for mistakes or omissions and it was then submitted to the select board. As he is a nonpracticing attorney, the board requested that a practicing attorney look at it. Phil Runyon did so pro bono and rearranged some of the paragraphs to make it flow better. No principles were changed, just the format. Nancy then resubmitted the MOU and they will look at it on the 14<sup>th</sup>. They questioned why we were submitting the MOU and if the trustees were knowledgeable about submitting work bids. Nancy gave the report as our subcommittee chair; D. Flynn is no longer a trustee.

Garden report: Gail stated that The FDPL pays for Simpson to do the fall cleanup and place the tarp. C., Cerroni is willing to help with weeding.

Meeting adjourned: Motion to adjourn made by N. Cayford; seconded by C. Cerroni. Meeting adjourned at 7:55 PM.

Next meeting: October 14, 2020 by Zoom at 7:PM.

Respectfully submitted:

Gail Bartlett, Secretary.