

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM May 12, 2021

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

Regrets: J. Bird for months of May and June.

Minutes of April 14, 2021: Corrections and additions: Fuller added to Kate, E. changed to F. Pool, small word additions and ARTS Conservation License Plate added to grant description. Motion to accept as corrected by S. Gillette; seconded by C. Cerroni.

Gifts: Rachael reported that we received about 100 books through donations for book sale and a \$3000 grant from the ALA for the summer reading program. Motion to accept books and ALA grant of \$3000 made by N. Cayford; seconded by C. Cerroni. So moved. Rachael explained that she has a mock budget for spending the grant money that she needs to follow: it will be used for the summer reading group, including speakers, some furniture, and some collections for young adult and juveniles, plus a portable sound system so she can hold outdoor programs. The money needs to be spent by December. The check will be deposited into the trustees' checking account and Rachael would like to purchase a gift card in order to make the purchases she needs; she will check with the bank.

Director's report: Rachael reported that opening the library is going well. She is advertising that appointments can be made but walk-ins are also welcome. If the number is too high than the appointment would get first priority. Two people at a time are allowed. Activity kits for kids are still in the lobby. Overall attendance is about 4 appointments a day and two curbside appointments. About 400 items have been checked out since April 1st. Since April 1st there have been 30 new library cards issued: fifteen are to new patrons. This number is expected to increase with the opening of the library.

The Friends' book sale will be held May 22nd from 10 AM- 1 PM. It will be a giant garden fest. The Friends have been taking over the organizing of books. It will be held downstairs with windows open. The Dub Hub, church and archives are also holding events, including lunch at the Community Center. The number of people in the sale room will be limited. There will be a space for the gutter display. A presale will be held Friday from 5PM-7PM for Friends' members.

Arthur Sussman, a plumber, came and repaired the leaking out door faucet and would not submit an invoice. Rachael will send him a thank you. He came back and added media to the water filter as there are high pH levels in the water. He will be invoicing us for that. Rachael presented her maternity leave plan; she will take her three weeks of vacation time and then work from home about 15-20 hours a week after the first three weeks. Board members agreed to this.

Financial Report: Report emailed to board members. Original checking account balance was \$7097.01 with .05 interest. Two checks written: \$75. to NHLTA for conference fees and \$634.06 to Ingram Library Services for books reference to Sillitch and Sevaston donations. Ending balance \$6388. People's Securities had a 3 month increase of \$3516 for a balance of \$116,659. 2021 town budget just approved. We have a CD labeled Town of Dublin valued at \$5911 due to turn over May 14th. Gail suggested not turning it over and using it for the balance needed to do the drainage system. Warrant article of \$24000

approved at town meeting. Gordon's bid has increased \$2335 from his estimate in the fall. Nancy said when a roof project ran over the original bid the town paid the difference. Bethé said that when the building addition cost went over the library used building and grounds funds. Bill stated that Gordon needs to submit a new bid as the previous one was submitted prior to warrant article passing. Nancy reiterated bid history on this project : Given submitted estimate of \$50,000. Dave Whitey did not call back, and two other contractors in Keene said they were too busy. Nancy will get another formal bid from Gordon and will talk to select board.

Buildings and Grounds: Nancy asked Sue to take over as she cannot do both chairman job and buildings and grounds. As Jerry will be absent for the next two months Sue asked for help and Bill volunteered. Sue requested printed material from Nancy regarding ongoing projects. Gordon coming in July for drainage project if approved . Nancy stated that gutters will be needed as lack of them has caused water to go into the basement. Nancy will talk to select board about this need also. She is waiting for a second bid; first bid was for \$23,000. The arts council who is sponsoring grant money wants the reproduction to be as authentic as possible. Connie was asked about completing the installation of shades in the director's office. Rachael agreed there was a need for them both for safety and privacy. A tension rod with curtains was suggested and Connie will take care of this.

Celeste stated that we never voted on applying for the grant for rain gutters and questioned if we wanted to proceed with this as it is an expensive project and a grant will not fully cover the cost. She also questioned the availability of a \$20000 grant under the Moose Plate program. Nancy explained that the ARTS council or ARTS Conservation License Plate grant is under the Moose Plate program and it was suggested by that advisor that she apply under this category. She said the catch basins came down in 1998 because of the roof work and again, lack of gutters is causing the water problem. Motion made by S. Gillette, seconded by G. Bartlett that we accept the proposal to apply for a grant for copper gutters for not only aesthetic purposes but for practicality and functionality. The total cost of the project is \$10,000 for 4 catch basins and \$23,000 for gutters. The ARTS grand gives up to \$20,000. Discussion followed: Julie asked if we could have figures for the cost of just serviceable parts as opposed to copper, Celeste expressed concern that we may receive less than \$20,000 and would need to put money beyond the additional \$13,000 towards it. Nancy feels we can fundraise for additional money and if a smaller grant is awarded we could turn it down if necessary. Gail suggested that the motion include some mention of raising additional money; Julie asked if an amendment could be added to the motion. Nancy added that grant money would have to be used within a year. Bill expressed concern that gutters and downspouts would overwork the drainage system. Nancy stated that 3 people looked at the system and there would be 4 places where the water would go into the drainage system. Vote taken on original motion: Nancy, Sue, Julie, and Gail – yes; Celeste, Bill, Connie, and Bethé –NO. Vote tied 4-4 and therefore failed. Celeste stated that we will still need to look at a functional system. Item tabled for now.

New Business: Several members met recently with Rachael to review her performance evaluation. Nancy requested a motion to renew Rachael's Director contract for another year; Celeste made the motion ; Sue seconded; vote passed unanimously.

Rachael requested that old metal chairs being kept in lower room storage area be given away as we have no need for them and she would like the storage space. Motion made by Bill that we authorize Rachael to dispose of the old metal chairs in the large meeting room; seconded by Sue; so moved.

June meeting discussed regarding meeting in person as we will all have been vaccinated. Gail stated that if the governor cancels the emergency mandate we will need to meet in person unless a bill is passed allowing virtual meetings to continue. Motion made by B. Gurney, seconded by C. Cerroni that we meet in June in person. So moved unanimously.

Motion to adjourn: B. Gurney; seconded by C. Cerroni. So moved.

Next meeting: June 9, 2021 at 7:PM in the library's lower meeting room.

Respectfully submitted:

Gail Bartlett, Secretary