

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM October 13, 2021

Attending: N. Cayford (Chair), G. Bartlett, C. Cerroni, B. Gurney, J. Finnegan, B. Haire, J. Rizzo, B. Walker, R. Lovett (Director)

Guest: M. Page (FDPL).

Regrets: J. Bird, C. Snitko

Minutes of September 8, 2021: correction of spelling of Gurney; Sentence added to paragraph about gutters that Bethe asked if Cody agreed that we would need gutters. Motion to accept minutes as corrected by B. Gurney; seconded by C. Cerroni. Motion accepted. Nancy reconfirmed that Cody did feel we needed gutters and that's why the extra set of pipes was installed.

Gifts: A check for \$50. from C. LaMontagne for books. Motion to accept by B.Gurney; seconded by N. Cayford. Motion accepted.

Director's Report: Rachael stated that the cost of the charging station will be \$733 after discount. An afternoon lego program will be starting soon; probably on Thursdays; bus will drop kids off. Book Buddies has had an attendance of 20-22 kids weekly. The library was invited to participate in the town trunk or treat at the Bible View parking lot. The Friends will assist and Meg Page's car will be used. Kids will be given both candy and a certificate for a free book. The Friends will be paying for candy and books. Rachael will select a variety of books and kids may present their voucher at the library during the week to choose their book.

At the Friends meeting Rachael requested that they remove the rest of their books by November 13th. They are planning a popup book sale. Sale will be by donations only; no set prices. Phil Gammons and the Friends have been helpful in boxing up books.

A mold company is coming Friday to do an air quality test downstairs. It has been smelling moldy and musty. The results will be available Tuesday and the cost is \$475. There is visible mold on boxes of books that were moved down there recently (books moved from the nonfiction room). The Town Hall has a black mold problem and is closing for two weeks. The town will be using library space for office meetings while their building is closed. Their mold workmen will take our moldy books and the town will pay for that. If rare books are moldy it was suggested that they be placed in freezer zip lock bags for the time being. If the large wooden book shelf downstairs is moldy we need to decide what to do with it. It has been sitting in water. Regarding the town using our facilities; our policy is no one uses it when we're closed. There already have been some issues. Nancy stated that we should keep everyone out of the basement until we know the results of the air quality test. The Church has offered use of their meeting room for meetings . Kate is in charge of town meetings and has a key. She would be responsible for locking and unlocking the door. Masks must be worn at all meetings in the library; Rachael will let Kate know. Groups using the library will have to sign off on our policies such as wearing a mask. There was a recent meeting held here in which masks were not worn.

New Hire: Our new hire called out 4 out of 5 shifts without starting the job. Thus she was never hired and is finished. A new applicant, Terri Campana , is moving to Peterboro soon and has worked as a library assistant in a big library. Motion to hire Terri; Campana made by N. Cayford; seconded by C. Cerroni. Motion accepted.

Rachael will be attending an all day conference on Monday. She also has several other conferences coming up. The Race program was held last week and the group is interested in continuing. Rachael will keep the zoom account and offer it to the group. Rachael will sign in as host but will not moderate it. 40 people attended the first zoom meeting. At the recent meeting with the budget committee the two new lines were deleted and those parts were moved to existing lines. Money to mail surveys added to postage and \$300 for refreshments for focus groups was moved to programs. Collections was increased to cover story walk and \$300 more was put into professional development as Rachael is attending more conferences. Rachael will confirm the budget with Kate, Town Administrator, and the only change will be the COLA.

Treasurer's Report: B. Gurney reviewed account balances. Beginning balance of checking account was \$6,410.94 One check to NHLTA for \$270. For trustee dues. Donations of \$775; interest of .05. Ending balance of \$6,915.99. People's Securities gained YTD \$9,885 for balance of \$123,027. We have 23.86% of our town budget left (we are 1% off). After discussion, decided that money received for book replacements will be put in checking account and the book purchase bill will be given to the Treasurer.

Building and Grounds: Rachael noticed an area of rot by the front door. Greg Pease responded to Nancy and went into the crawl space beneath the front. Rot is happening across the front entrance, almost four feet deep. Water has been leaking under the front door. He feels that most of the vestibule will need replacing and estimates the cost is up to \$20,000. He can give us an estimate for a warrant article. Sterling Abrahm has also been called and will look at it; Bill will talk to him . Gail asked if there is still time to request a warrant article. Bill thinks we should see if groundwork is successful before asking for a warrant article.

Nancy also reported that there has been water leaking through the ceiling in the storage room. Mike Borden and Tom Vanderbilt removed the ceiling tile and checked the problem. They found that an unused drainage pipe in the ceiling is not the source of water that floods the basement.

New Business: Discussion regarding selling an unused cabinet. Nancy researched that trustees may sell donated items. Motion made by B. Gurney to authorize Rachael to advertise the sale of the cabinet. Seconded by C. Cerroni. We will hold off selling glass cases in upper library for now as Rachael has removed the glass and is using them for displays. J. Rizzo reported on progress of the strategic planning committee. The group has visited other libraries and is collecting data. New information from the recent census will be coming out. The next steps are a community survey and a couple of focus group meetings. Survey information will be on the website and emails may be sent to cardholders The mailing will be a postcard to tell people where to go do a survey. The survey will be preceded by a daytime and an evening meeting and a zoom meeting. The aim is to find out what people like and don't like about the library and find out what people are looking for. Julie will place a short article in the Advocate and Rachael will give Julie dates for meetings. We should have some results by February.

Rachael has purchased a large white magnetic chalk board with grant money and would like permission to install it on a wall in the lower meeting room. Nancy would like to have molding put around it to prevent marking up the wall. There will be minimal cost to install it and Rachael will help put it up.

Discussion of after hours meeting room use tabled for the next meeting.

Rachael reported that the water problem in the pipes is being addressed by the select board as it affects the Town Hall and Historical Building as well as the library. It is being sent out to bid by the select board.

Motion to Adjourn: by N. Cayford: seconded by C. Cerroni. Motion accepted and meeting adjourned at 8:44 PM.

Next meeting: November 10, 2021 at 7:PM.

Respectfully submitted:

Gail Bartlett, Secretary