

**DRAFT**

**DUBLIN PUBLIC LIBRARY**

**Trustees Meeting 7:00 PM APRIL 13. 2022**

(Meeting began at 7:03 pm)

**Attending:** N. Cayford (Chair), C. Cerroni, B. Haire, J. Rizzo, B. Walker, M. Hulslander, R. Lovett (Director), J. Finnegan, L. Abram (Alternate), C. Sprague (Alternate); **Regrets:** B. Gurney,

**Election of officers:**

N. Cayford asked for additional nominations for Treasurer, and hearing none, postponed the vote on Bill Gurney for Treasurer until the next meeting.

Motion: J. Finnegan moved to appoint Chris Sprague as an Alternate Trustee, motion passed.

**Minutes of March 9, 2022:** Under Motion to Adjourn in the March minutes, corrections made to reflect that Motion was made by J. Rizzo and seconded by C. Cerroni, and meeting was adjourned at 9:20 p.m. Also corrected was date of next meeting, which now reads April 13, 2022.

Motion to accept minutes as corrected was made by C. Cerroni, motion passed.

Reminder to Trustees that meetings require a quorum in person at the location designated in the public notification of meeting, even if some participants join by Zoom.

**Gifts:**

Motion made by J. Rizzo to accept anonymous gift of area rug for lower level. Motion passed.

**Announcements:**

- B. Haire will be the designated Trustee representative to attend regular meetings of the Friends of the Library.
- To prevent recurrence of mold in the lower level, Peniel recommends leaving the crawl space open with a dehumidifier running nearby. C. Cerroni offered to purchase an inexpensive moisture gauge for the crawl space.
- N. Cayford will distribute electronic copies of all Library policies, recently typed by Ella Cademartori.

**Reports:**

**Director's Report:** Programs continue throughout April, including presentation on "12,000 Years in the Granite State" by Prof. Bob Goodby and an Easter Egg hunt in the library on 4/16; a 3D Printing and Design course by Dave DeWitt on 4/23; a genealogy program by Ancestry.com representative on 4/30; and regular childrens' and adult programs. On 5/4 the Friends of the Library will hold a book sale.

R. Lovett shared comparison of 2020 and 2021 statistics (both Covid years) with Q1 2022 statistics: Total visits were 755 (2020), 2157 (2021), and 1224 (Q1 2022); Physical checkouts were 2467 (2020), 5425 (2021), and 6719 (Q1 2022); New Patrons were 147 (2020), 179 (2021), and 14 (Q1 2022); and number of programs were 39 (2020), 27 (2021), and 27 (Q1 2022).

**Treasurer's Report:** B. Gurney will send on Friday 4/15.

**Buildings and Grounds Report:** N. Cayford reminds Board that we will need to do a warrant next year for the work to repair rot at front door.

**Strategic Planning Report:** J. Rizzo shared the top level goals formulated by Strategic Planning Subcommittee, as well as a roadmap for following up on the work done so far. Subcommittee plans to make presentation of findings and recommendations to full Board at May 11 meeting.

**Friends of the Library Report:** B. Haire shared details of the May 14 booksale, and Friends' plans to expand the museum pass program.

#### **Unfinished Business:**

**Art restoration** – N. Cayford points out that several of the Library's artworks show evidence of damage from insects, moisture and acid materials. She has sent 2 Library paintings to J. Simpson (local conservation framer) to recommend necessary conservation measures. Initial assessment is that measures totalling approximately \$600 are needed. Fundraising will be explored to cover the costs.

Motion: to authorize Trustees to begin process to physically remove, evaluate and restore artifacts identified in the Cobb Inventory of DPL Art compiled in 2009. Moved by M. Hulslander, motion passed.

Motion: to create a Conservation Subcommittee responsible for overseeing/tracking the location and status of the Library's artifacts as detailed in the 2009 Cob inventory. Moved by J. Finnegan, motion passed.

Motion: to begin raising funds for conservation activities as overseen by the Conservation Subcommittee. Moved by J. Finnegan, motion passed.

**Volunteer policy** – Director brought statistics from the NH Library Trustees Association gathered in December 2021, showing that only a minority (23%) of NH libraries currently require background checks for volunteers (teen or adult not specified.) Only 30% answered that they should. Director also submitted a draft volunteer application that specifies volunteers will perform their duties "under supervision of the Director."

Motion: To institute a volunteer program that will include adults and teenagers (ages 14-17) that adheres to NH state volunteer guidelines. Further, we will require adult (18+) volunteers to submit to a background check paid for by the library, and teens (14-17) will present a Youth Employment Certificate. Moved by J. Finnegan, motion passed.

**Status of magnetic whiteboard** – Company has offered to replace the damaged white board for \$150 (half of original cost.) Trustees agreed to leave the damaged material in place and put up a protective molding around it.

**Status of lighting** – Electrician Tim Twitchell has evaluated the library lighting and made recommendations to clean out the debris in glass shades. He also submitted an estimate for LED upgrades for the entire building.

**Credit card for Library Director** – Director is currently making purchases via \$500 gift cards purchased by Town Treasurer and debited from our Program line in the library budget, creating extra work for Director and for Town staff, and obscuring important detail in our spending against budget.

Motion: to provide Director a Dublin Public Library business credit card with a limit of \$3000.  
Moved by J. Rizzo, motion passed.

**New Business:**

**Paint** – Capital Improvement Plan calls for storm windows to be repaired/replaced as needed this year. N. Cayford will talk to B. Gurney and provide update at next meeting. N. Cayford also asked for permission to paint the front door of the Library, testing possible color for Library building when it needs to be painted in a couple of years. Nancy will share color samples.

**Motion to adjourn:** Motion made by J. Finnegan to adjourn and begin closed session. Motion passed at 9:45 p.m.

**Next meeting:** May 11, 2022 at 7 PM.

Respectfully submitted,

Julie Rizzo, Secretary