

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM October 14, 2020

Attending: Meeting held by Zoom due to current COVID-19 restrictions. C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, S. Gillette, B. Gurney, J. Holmes, E. Walker, M. Smith (alternate), R. Lovett (Director).  
Guest: Carole Monroe (Select board Representative).  
Regrets: A. Davis (alternate).

Celeste stated rule of meeting to raise your hand if you wish to speak. N. Cayford announce that as D. Flynn is no longer a trustee and cannot continue as subcommittee chair for the MOU, the other three members: Gail, Bethe and Nancy are sharing the job.

Celeste introduced Carole Monroe, select board representative. Carole stated the select board have spent much of their recent meeting time on budgets thus delaying a response to the MOU. The s .board feels the current MOU does not support a collaborative effort. She stated Dublin is fortunate to have a library of this caliber and the board was surprised by the receipt of the MOU. She stated the town is responsible for the library building and the trustees are responsible for the staff and running of the library. The recent roof repairs were supported willingly by the s. board with town expendable trust funds; library money was not used. The town subsidizes insurance, the parking lot and administrative support. E. Walker stated that this was not meant to cause angst; it was to outline the responsibilities of both the trustees and the s. board. N. Cayford stated that an MOU is a clarification of who does what and has been encouraged by the NH Library Trustee Association. Most of what is in the MOU is based on state RSA's. She is grateful for the working relationship between the town and the trustees. She also stated that two past trustee chairmen have said that project bids were sent out by the library, not the town. In regard to the roof problems she looked at the records and in the last 20 years the roof has been repaired 6 times. Trustees were not aware how bad the roof was until the recent investigation. Celeste stated that we appreciate that the roof repair did not need a warrant. Carole stated that most repairs have been done collaboratively in the past. The Trustees of the Trust Fund have library funds but need town meeting approval to spend them. In regard to the MOU, Carole suggested starting the approach again collaboratively and that we should look at Hancock's MOU on their website; it is simple and does not repeat the RSA's. It lays out the responsibilities of the town and the library. After trustees have looked at the Hancock MOU and redefined points from both she suggested we have another meeting with her and she would then bring it back to the select board for them to sign. It would be renewed and signed off each year.

Nancy inquired of Celeste how we should proceed without her support, in a public MOU meeting with Carole. Celeste is willing to support a MOU going forward if with collaboration with the select board, depending on the points. Connie questioned the reason for the MOU. Marty stated that it is crucial that we maintain a good working relationship. Jane stated that during the building of the addition there was not always good working relationships.

New Business: Bill Gurney stated that we need a 5 year CIP plan as the town needs to know what we are going to need for ongoing maintenance and repairs. Nancy state that no money was put into our CIP for the last two years. Bill stated we are responsible for requesting money to go in that program. Celeste

stated she didn't get that information for the last two years. She will now work with Bill to develop a 5 year plan. Target date is November 4<sup>th</sup>, the date of the next CIP meeting. Bill stated that future maintenance of the pipe system, once it is repaired should be part of the building maintenance budget. The new repair work should become part of the CIP. Celeste will work with Bill and Nancy about this.

Minutes of September 9, 2020 ; correction of spelling Melanson, and word ne should be next in financial report. Motion to approve minutes as corrected: N. Cayford; seconded by S. Gillette. So moved.

Gifts: R. Lovette reported that 3 books each were donated by Nancy and Gail, and seven books by Wallace Rowe. Two chairs were donated anonymously and were placed under the crab apple tree. Motion to accept gifts by J. Holmes; seconded by C. Cerroni. So moved.

Director's Report: Rachael announced that we have opened up Monday- Thursday. Monday 10-5, Tue and Thurs 3Pm-7Pm, and Wed 9-5. It has been relatively busy. There will be a Halloween craft program indoors on eve of October 27<sup>th</sup>. Two families at a time may attend for a half hour. Barcodes need to be ordered: the minimum number is 10,000 but the last time they were ordered was in 2005. The Nubanusit Coop is providing newspaper subscriptions for all local newspapers online. We will do a trial run. An Instagram account has been started to interest younger groups of people.

Financial Report: B. Gurney reported that third quarter securities value increased \$4,729 for a total current value of \$103,145 and a YTD value increase of \$1703. He will email the members the regular monthly report. We have 3 months or 25% of our town budget remaining but have an actual remaining % of 38%. Celeste we need to be careful with the funds as many libraries were told to return 10% of their budget because of being closed. Our town budget should be as flat as possible.

Building and Grounds Report: report was emailed to members by N. Cayford. In summary, the drainage pipes on the front and west side of the building are broken as well as plugged. Perforated, wrapped pipes would be installed (wrap keeps out dirt), and a rubber membrane would be placed around the foundation. Estimate from Given is \$20,00. Much of the cost is hand digging. There are also two sink holes, one on east side and one on the west side that have to be dealt with. A lot of rain is coming off the roof and some water is going under the front door and down the front of the foundation. Cody Gordon, a second contractor has suggested we lift the big granite slab ( it's 5 inches thick) in front of the front door and proposes a gutter drain in that slab that would be piped into the west end pipe. His estimate is \$9000 with an additional \$3000 if we include the slab work. Nancy is researching adding gutters back onto the roof. She is researching having reproductions made of the copper downspouts and gutters and is hoping to apply for a grant to do this. She also suggested having a community fund raiser to pay for these. Any gutters added to the roof before winter would be temporary. Celeste stated that we need an estimate of pipe work to put a request in for a CIP. She believes our CIP has approximately \$35,000 now. Bill suggested having an engineer evaluate the pipe problem. Nancy stated that both Given and Gordon have agreed on where the majority of the water is coming from and that the pipes are broken. The two proposals are similar with Gordon's being different in addressing the front slab. The question was raised if we could use our own money to address this problem as soon as weather permits. Rachael stated she would like to get the work done now and not wait for a warrant article. Nancy stated that we have \$103,000 now in securities and Gordon's proposal of \$12,000 would be about 10% of the security accounts value. Celeste proposed that we ask Gordon in there is something we can do to temporarily make a diversion of the water; this money would come out of our private funds. She stated fixing the problem would be part of the CIP and needs a warrant article. Sue, who has agreed to help

Nancy with buildings and grounds expressed concern about continuing damage from the water. Nancy also reported that Rimai Kaleiatis put on full protection for hazardous work and went into the basement area and removed the wet and moldy insulation that was under the front of the building. We greatly appreciate his work and she is planning to pay him \$100 for his work.

Unfinished Business: Rachael and Celeste will meet with the select board about our 2021 budget. There will also be a CIP zoom meeting. Bill, Celeste, Rachael and Nancy will attend. If anyone else would like to attend let Celeste know.

Meeting adjourned: Motion to adjourn made by J. Holmes; seconded by C. Cerroni. So moved.

Next meeting: November 11, 2020 by zoom at 7PM.

Respectfully submitted,

Gail Bartlett, Secretary