

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:04 PM November 11, 2020

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

Regrets: A. Davis, S. Gillette.

Announcements: Celeste reviewed the rule of the meeting to raise your hand to speak. Rachael updated restriction status: people are being good about wearing masks. It is still not a place to gather and hold large group meetings as the ventilation is not great and windows are not open.

Minutes of October 14, 2020: Celeste requested that a sentence in the MOU paragraph be changed to read support a MOU going forward if with collaboration with the select board in place of going forward if working with the select board. Motion to accept by J. Holmes; seconded by C. Cerroni; so moved.

Gifts: two donations totaling \$100 in honor of Nancy Sevatson whose husband was a former trustee. Also a gift of labor from Rimai Kalvaitis for his work in the basement. Motion to accept by N. Cayford; seconded by J. Holmes. So moved.

Director's Report: Rachael reported that 10-12 people attended the Halloween Craft event. She is moving forward with small events and staggering attendance. Awards for kids will be coming soon online. Library hours will be extended to Saturdays in December. Richard will work on Saturdays. Rachael will meet this Friday with the van driver to finalize the setup for the ILL to deliver here as Rachael has been going to Peterborough. An all in one color printer has been purchased and hooked up to the internet and has been working great. This will be the last large expense of the year; will use the rest of the book budget for the year and there may be an oil delivery. Celeste thanked Rachael for her work. Most patrons are coming for their new cards as old cards will expire in December. The new system is working well and people enjoy sitting at home and ordering books.

Financial Report: Bill stated that Celeste distributed the report by email. 9/30/2020 is correct date for the People's Bank statement, not 8/31/2020. Gail requested that members also receive the quarterly breakdown of expenses in town budget so we may stay updated on how the budget is being spent. Celeste will forward these in the future. Nancy questioned if we are planning any online programs as we have 66% of our program budget left. Rachael stated that there hasn't been any interest in this but she is open to trying something. In the past the Friends' group did programs. The library also does programs; particularly children's programs are done by us. Nancy has looked at an open mike program for kids that would be on zoom. 10-20 is a comfortable number for zoom.

Building and Grounds: Nancy reported that a civil engineer, Paul Gratz assessed the drainage system. Nancy and Sue walked the grounds with him. Nancy forwarded his report tonight. It is similar to plans we have been discussing. Nancy also forwarded the report to Given Masonry who came back to look at the building and sent an estimate to us. Gordon wants to do the same thing and we don't have his estimate yet. Celeste stated that we need an estimate for the warrant article in order to withdraw funds from the Library's Capitol Reserve Funds. The amount can always be changed as long as the project is listed; the final amount can be changed prior to being voted on in March Town Meeting. Given's

estimate is \$65,000. It is believed Gordon's will be less. Celeste asked that his estimate be sent to trustees as soon as Nancy receives it. It was agreed that we are putting a request for the drainage repair as a warrant article. Nancy is getting another opinion about digging a trench in the lawn. Nancy was thanked for all her work on the building and grounds projects. Payment of the engineer's consultation discussed. Amount is not known. Beth suggested that we wait until payment known and take it out of our remainder of town budget before using our checking account. We also need to replace a couple of mercury based lights that are expensive. We will see if there is money in the budget on another line; if not we will use our own money. We will vote on this at the next meeting. As gutters were recommended to add to the drainage system Nancy has been contacting workers for those. She has found a man in Massachusetts and also is meeting with Aho Gutter Friday. Nancy is hoping to apply for a grant for this project. Painting of the exterior walls discussed; Nancy has taken photos of the walls and the group agreed that when the painting is done that both the new and old buildings be done at once rather than as two separate projects in different years.

Unfinished Business: Celeste and Rachael attended budget meeting and suggested a warrant article for the drainage project. We will hear if it was supported when the town report comes out. Our 10 year CIP Plan will be reviewed and we have asked for money to be added to the CIP fund. No decision yet until the town report comes out. The roof was scheduled to be done in 2021 but needed to be done this year and funding did not come out of our CIP fund. Interior building painting of new building is due in 2026 and old building in 2024 but we will look at combining the two at once. Exterior building painting is due in 2023 for new building and 2025 for old building. Again, we will combine the two in the same year. CIP tries to make sure all big projects are not done at once. Nancy suggested that the we could do all of exterior painting in either 2023 or 2024 and it would save money to have it all done at once. She stated there is a stained area around the propane tank that we need to watch and make sure it doesn't crack. Bill stated that it is due to splash back from rain hitting the tank and we could have a small panel placed behind the tank. As the carpet was done recently that is good for 20 years.

MOU update: Gail reported that the subcommittee met with Carole Monroe, select person by Zoom. We presented the reasons why using a document similar to Hancock's would not be possible: it does not follow the RSA's and they have a large amount of private funding and receive only salary and benefits from their town. We reviewed our own document and feel it contains what we want and would like to use it. Carole stated that the select board would like it to have more of a collaborative language and she would rewrite the section pertaining to services the town provides and discuss the list with other board members as to adding or subtracting from current historical list. She also suggested adding a part to require revaluation and signing of the document on a regular basis, either yearly or every other year. She will send an email to subcommittee members when she has revised the document and they will review and get back to the full trustee board.

New Business: Gail suggested that we send a card or thank you gift to long time board member Bill Goodwin and to S. Haldane, former acting director, and to former staff members Mary, Rebecca and Gail as we were unable to honor them with a tea or gathering due to pandemic. After discussion it was decided that Gail will send thank you notes for now with an invitation for a future gathering in their honor when we are able to meet again.

Garden Report: Gail thanked Connie, Nancy, and Leslie Whone for help weeding the garden this fall. Connie did a major weeding job of the golden rod and loosestrife that was taking over. Perennials can

now be planted in the spring. Simpson Co. has been notified that we would like the garden cut back and winter tarps placed. Expense for that is paid for by FDPL group.

Bethe inquired about a library town report. Rachael will be sending a report to the NH Library Association.

Motion to adjourn: J. Holmes moved to adjourn meeting at 8:23 PM. Seconded by N. Cayford. So moved.

Next Meeting: December 9, 2020.

Respectfully submitted:

Gail Bartlett, Secretary