

APPROVED Minutes

DPL Library Trustees Meeting

April 8, 2020, 7:00pm (via Zoom)

Attending: C. Snitko (Chair), N. Cayford, C. Cerroni, J. Holmes, B. Walker, R. Lovett (Director), D. Flynn, S. Gillette, J. Schechter (FDPL board member).

Absent: G. Bartlett

Announcements: Celeste welcomed to the first virtual meeting, via Zoom. R. Lovett taking minutes as Gail was absent. Celeste explained some features of Zoom and how the meeting will run. Votes need to be verbally announced. There are some security and privacy issues with Zoom – the chat feature is how ‘uninvited’ people are entering meetings, so Celeste asked we do not click on any links that show up in Chat. Celeste will be locking the meeting to secure privacy. Using personal mute buttons mentioned to make sure multiple people are not talking at once.

Meeting locked at 7:10pm.

Approval of March minutes. No additions or corrections. N. Cayford motions to approve, D. Flynn seconds. All in favor, motion approved.

Elections: Four officers to elect plus alternates – Chair, Assistant Chair, Treasurer, Secretary. Begin with nominations, followed by votes.

C. Cerroni nominated Celeste Snitko for Chair. D. Flynn seconded. All in favor, motion approved. Celeste Snitko is Chair.

N. Cayford nominated Bethe Walker for Assistant Chair. C. Cerroni seconded. Bethe accepts nomination. All in favor, motion approved. Bethe Walker is Assistant Chair.

Celeste suggested Bill Gurney as Treasurer. He needs to be voted in as an alternate and she would like to nominate him for Treasurer. Bethe questioned an alternate being Treasurer and if this was allowed. Celeste had already looked into it and stated the NH Library Trustees Association permits this. Nancy read notice from the NH Library Trustees Association that it is not recommended that an alternate be elected as Assistant Chair or Treasurer. Celeste advised a discussion be held after all nominations were voted.

S. Gillette was asked if she had interest in Treasurer. She declined. Recommended that at the next election Bill Gurney to be asked to run as a full-time Trustee.

C. Snitko revised the motion, first to nominate Bill Gurney as an alternate. C. Cerroni seconded. No further discussion. All in favor, motion approved.

C. Snitko motioned to elect Bill Gurney as Treasurer. J. Holmes seconded. No further discussion. All in favor, motion approved.

N. Cayford nominated Gail Bartlett as Secretary. J. Holmes seconded. No discussion. All in favor, motion approved.

C. Snitko nominated Marty Smith as Alternate Trustee. C. Cerroni seconded. Discussion followed.

Alternates are voted in every year; they hold a 1-year term versus a 3-year term for an elected Trustee.

N. Cayford discussed replacing Marty and would like to try another person, due to NHLTA suggestion on new members. C. Snitko mentioned that alternates are invited to attend all meetings, but don't vote unless they are voting for an absent Trustee. We are allowed three alternates total. Marty and two others could be voted in. C. Cerroni suggested keeping Marty and adding a third since Marty has expertise in computer, internet, and tech knowledge.

Discussion closed. In favor: C. Snitko, C. Cerroni, D. Flynn, S. Gillette, J. Holmes, B. Walker. Opposed: N. Cayford. 6-1 in favor, motion approved.

N. Cayford nominated Allen Davis as a third alternate. J. Holmes seconded. Discussion followed.

C. Snitko did not feel his attendance was very high in the past, as he was an alternate before. N. Cayford felt he was valuable and involved. J. Holmes asked if he was interested in returning, N. Cayford confirmed his interest. D. Flynn felt he added to the discussions and always offered opinions.

Discussion closed. All in favor, motion approved.

Close of elections. Celeste to update the Trustee list and send the alternate 1-year Trustees to the Selectmen.

Moving on to Reports.

Library Director Report:

Rachael reported a few projects that she is working on to start off. Apollo is being set up, we are sending payment and moving forward. The website has been updated and will continue to be an ongoing project. New links for online resources, posting of videos and a new calendar, many links for a new COVID-19 page. Suzanne Haldane has been meeting and training Rachael in cataloging and using the LibrarySoft system, as well as invoices, timecards, and general library workings. First staff meeting being held virtually on Friday (April 10th) via Zoom. The agenda will focus on an online presence and how to continue to get the community aware of the services we are still offering, an Apollo update, and a possible change in hours for the Library. It was suggested that a proposed hours document be given to the Trustees before the next meeting and any input be emailed directly to Rachael for consideration.

Apollo update: Rachael says that the new system will require new barcodes for our patrons. She is looking into how to contact and make aware that existing patrons will need to have their cards updated in order to be put into the system. This will allow them to login via the library website/catalog and use all our online services, such as EBSCO, OverDrive/Libby, and Ancestry.com

Library needs: Rachael noted that the patron printer (the white one by the public computers) needed to be replaced eventually. Noticed this morning that the feeder function is not working, which will make it difficult to scan or copy large documents. Rachael also noted that other staff had mentioned the need for a color printer at that station as well.

Celeste continued with a further update on Apollo: \$1,100 annual fee, \$1,200 migration fee, and Syndetics Basic for catalog images and descriptions at \$300. Total invoice of \$2,600 to go to the town tomorrow.

Celeste reports that the Town has approved employee hours and pay through May 4th.

Connie suggested using the patron counter to determine traffic by hour/day for determining new hours for the library.

Jay asks about input from the town regarding the change of hours. Celeste reports that responses were inconsistent and inconclusive.

Connie and Bethe would like to stop changing hours. We need to keep our hours and not constantly be changing them.

Nancy asks about Facebook and if Rachael wants to take over or if she should continue. Agreed to add Rachael as an admin, where both could continue to edit and post.

Building and Grounds Report:

Nancy reported on March 25 Pinney Plumbing and Heating came to clean the furnace. After cleaned, they ran it and reported it was in good shape, with no problems. She pointed out the leak in an overhead pipe that Richard had discovered. It was an old worn out joint-valve. A new boiler drain was installed in its place and will be used in the future to purge the pipes.

Celeste and Nancy met with the Alarm maintenance team. They replaced burned out sensors. Celeste will be giving us directions on how to come into the locked library.

Nancy sent all Trustees copies of the bids on the roof job. Bids from Niemela of Dublin, Guyer of Marlborough, and Melanson of Keene had been received. W.E. Brown had not responded. Previously he said he did not want to bid. All have read through the bids. The three companies have worked on our roof before. Huge differences in prices. Niemela has done many repairs on the roof before.

Nancy believed Guyer did not think there might be rot under the slate, saying it was highly unlikely. Niemela and Melanson were very thoughtful in their examination. Nancy told all that we were leaning toward the membrane instead of standing seam metal because of the many compound joints. The chimney could be the culprit, hard to tell till roof is torn up, a re-flashing could be needed.

Celeste asked if this information had been sent to the Selectman first, because it is a town-owned building they have to approve the work. Nancy will send the bids to the Select board tomorrow.

Celeste noticed that the lower bid of the three did not include some fees or details explained (square footage and a dump fee).

Dorcey asked about a timeline or date for the roof work to be done. Nancy said bids are expiring, and that no one gave a date on when the work could be done.

Gowing Room: Mor-tite Insulation was called this morning by Nancy. Trying to get a date set for when they will be there. Nancy sent an email to see if he could come during our closure.

Celeste noted that the Town does not require bids for purchases under \$5000. Quotes are needed for warrant articles, but no bids required under \$5000. Nancy will talk to Mor-tite again to see if they can come in under \$5000. The original quote from Mor-tite was for \$5004.00. The warrant article was for \$5000 and approved at Town Meeting.

Connie gave an update on the windows/blinds for the Director's office, which would be used as a "safe space" if ever needed. One blind has been put up so far, but they ran into problems with the other two inner/inside windows. This has been put on the backburner since the building is closed and the stay-at-home order enacted. Will wait until the library opens again and reevaluate.

Rachael shared her new email address: lovettr_dpl@myfairpoint.net

Next meeting: Wednesday, May 13th, 2020

Could possibly be another Zoom meeting. Also, possibility of a Special Meeting called for new hours approval if we are indeed re-opening by May 4th.

Motion to adjourn. Passed, attendees invited to Leave Meeting.