

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM June 9, 2021

The meeting was held in the lower library meeting room as an in person meeting.

Attending: N. Cayford (Chair), G. Bartlett, B. Gurney, J. Rizzo, B. Walker. Guest: Bess Haire.

Regrets: C. Snitko, C. Cerroni, J. Bird. R. Lovett.

Announcements: ALA annual conference will be held virtually June 23-29. Link provided if anyone wishes to attend. Rachael attended last year.

The history display of the library down spouts and catch basins that Nancy made will be on display in the lower room for a while longer.

Nancy read a letter of resignation effective immediately from Sue Gillette: due to personal reasons she is no longer able to continue serving in the capacity expected of a Trustee and thanked the board for the learning experience. Motion to accept Sue's resignation with regret: G. Bartlett; seconded by B. Gurney. So moved. Nancy said that Sue had been very helpful with the current grant application and the building and grounds committee.

Nancy stated that the state municipal department issued a statement that all elected groups should meet in person starting June 12, 2021.

Minutes of May 12, 2021. No corrections or additions. Motion to accept as written: B> Gurney; seconded N. Cayford. So moved.

New Business: Nancy stated that the air conditioning stopped two days ago and the temperature in the library went up to 85 degrees. Staff called Rachael who called Bergeron. A/C repaired and note made that it is not to be turned off at night: it should run continuously and can be turned down (to 75) at night.

Staff noticed that the water in the toilet is brown after a rain storm. Bill stated this is a closed system and should not be changing color unless there is a breach in the system. Nancy used Arthur Sussman the last time we had a plumbing issue. As he is also the town water Commissioner it was suggested that he be contacted. Bill Gurney will contact him.

Lower meeting room use discussed: groups are asking to start using the meeting room. The Conservation Committee wants to meet and hold an event with 50 people attending. Julie suggested finding out more about attendees: registration, activity, what is the audience composition, families? Presently masks are required for the public to enter the building. Bill suggested the third floor of town hall is open for use. Nancy will contact their chair for more information.

Staff has been scanning and boxing remaining book sale books. The friends will be helping with this. Nancy suggested that staff scan and friends do the boxing.

Nancy announced that Jerry Bird, currently an alternate trustee is willing to serve as a regular trustee to fill Sue's vacancy. Bill asked how many meetings Jerry has attended. He became an alternate in March,

has attended two trustee meetings as well as taken an online trustee course and he has helped with buildings and grounds. He is involved currently in a family issue but will be more available in the future. Motion to accept Jerry as a trustee to fill the remainder of Sue Gillette's term which goes to 2023 made by G. Bartlett: seconded by J. Rizzo. So moved. Nancy will inform the select board of our recommendation.

Financial Report: The report emailed by Bill to members was microscopic in size and could not be read. Hard copies were distributed to attending members. Current checking account balance is \$9388.06 after the deposit of the \$3000 ALA grant Rachael received. We have spent 40% of the town budget with a remaining balance of \$67,192 as of May 31, 2012. We will receive an update on Peoples' Securities on June 30, 2021.

Old Business: Rachael's request for a debit card or gift card for the \$3000 she received as a grant from the ALA discussed at length. The current process for ordering items off the internet is time consuming as it involves her placing an order after receiving an invoice and forwarding the invoice to Bill and it being paid. The grant is partially for the summer reading program so time is of the essence. She has a mock budget that consists of adding to the collections for young adults and juveniles, some furniture, a portable sound system, and the summer reading program, including speakers. Concerns expressed by some members about trustee liability if gift card were to be lost or stolen and need to keep accurate records of expenditures from the grant. After further discussion, motion made by J. Rizzo that treasurer Bill Gurney will get a debit card for our checking account and build in a process where expenditures are either made with an invoice or an email or phone request. Response will be given by the end of the business day. The debit card will be under the control of the board or the treasurer. N. Cayford seconded. Affirmative votes by N. Cayford, G. Bartlett, J. Rizzo, and B. Walker. B. Gurney abstained.

Building and Grounds: Water mitigation. Bill received three out of state calls as response to the town ad. These were not from contractors but from companies that contact contractors. Nancy rechecked with the town today and no bids came in. Nancy wished to proceed with the bid received from Gordon Services. Bill insisted this was an estimate, not a bid and also felt it did not address everything in the engineering report. Bill did not have time to revisit Gordon to discuss a bid. Nancy then read the engineering report to the board, comparing it to what is listed in the proposal from Gordon. The part suggesting a middle trench of stone by the engineering report was felt by Gordon not to be needed after he studied the grounds at length. Nancy reviewed other previous attempts to get bids, including a bid from Given for \$50,000 that compared equally to Gordon's proposed plan. Bill then stated that we need to run another ad for bids as the ten day period for the previous ad has expired and Gordon did not send in a new proposal. As Nancy explained, he viewed his previous submission as a bid, but it was submitted prior to the warrant article being passed. Nancy suggested that the vote be tabled for now and both she and Bill will revisit Gordon and obtain a new bid. After the bid is received, Nancy will call a special board meeting to vote on the project.

Nancy stated that she got a second bid from Rain Flow for gutters that are copper, but have a lesser amount of it for \$3600. She also spoke to Sterling Abrahm and he thought we should do the more expensive authentic gutters. Nancy has changed the grant request to one just for the downspouts and catch basins which is a request for \$9600. If the grant is given we could have them replicated and held until able to install with the gutters. She is going to work on the modified grant and Kate Fuller will help. Motion made by J. Rizzo that the board agrees that Nancy may complete a grant application for the

project of fabricating historical replicas of down spouts and catch basins for the anticipated amount of \$9600. G. Bartlett seconded. So moved. This will be a modified version of the previous grant that requested \$20,000. The board would like to review the grant application prior to submission. The site may be accessed to see what the application is composed of, but the actual lengthy application is numerous PDF's, thus Nancy stated members were welcome to come to her house to view it on her computer.

Motion to Adjourn: motion made by N. Cayford; seconded by B. Gurney. So moved. Meeting adjourned at 9PM.

Next meeting: July 14, 2021 at 7PM in the library lower meeting room.

Respectfully submitted,

Gail Bartlett, Secretary