

**FINAL
DUBLIN PUBLIC LIBRARY**

Trustees Meeting 5:00 PM August 10, 2022 (Meeting began at 5:03 pm)

Attending: N. Cayford (Chair), R. Lovett (Director), B. Gurney, J. Finnegan, J. Rizzo, B. Haire, C. Sprague (on Zoom), Emily Bennett, K. Fuller (Town Administrator, on Zoom)

Regrets: M. Hulslander, L. Abram (Alternate)

Per request by Chair, in order to improve efficiency of meeting time, reports were submitted in writing and distributed to Trustees prior to this meeting. Compiled reports are attached, and the following minutes pertain to the discussion held during the meeting:

Minutes of meeting of Trustees held on 7/13/22 were approved with the following amendments:

Under Buildings & Grounds, sentence 4: Will ask B. Gurney to draft a warrant article for fixing rot in basement storage room.

Under New Business, paragraph 4: M. Hulslander agreed to coordinate a subcommittee to look for additional alternate trustees. In the longer term, it was suggested we work on board development, and consider getting someone from outside the Board of Trustees to help with this.
(J. Finnegan moved, N. Cayford second.) Motion passed.

Gifts

Gifts received include a coffee cabinet from Dublin Community Foundation, mini fridge, chairs, garden club books, ocean-themed craft supplies, two Kindle Fires, and an additional \$709 from various donors for art restoration project since last meeting. Motion made to accept the gifts(s) made by J. Finnegan, seconded by B. Gurney. Motion passed.

Announcements:

Final report on downspout grant submitted to NH State Council on the Arts.

Reports

Director's Report: Bess asked for data on patrons, circulation, etc. Rachael said that it is supplied quarterly, so she will send for next meeting.

Custodial services: Julie will talk with Rachael about a vacuuming schedule. Bess asked about a cleaning service – Kate Fuller said it costs the town \$110 every two weeks for the cleaning service they use. Rachael estimates double that for our space. Rachael will follow up to get name of service. Would have to cover cost out of our Maintenance line in budget, as we've used the salary formerly paid to custodian to pay for additional circulation coverage on Saturdays (former custodian used to do these).

Rachael will investigate financial aid for conference she planned to attend in Manchester, otherwise she will cancel in order to save money.

Treasurer's Report:

Rainflow gutters – N. Cayford agreed with vendor to a reduction of \$200 in final bill, for a payment of \$4775. Motion to approve payment made by N. Cayford, and seconded by J. Finnegan. Motion passed.

Buildings & Grounds:

Will investigate cost and need for replacement for 2 window panes in lower level that have moisture inside where they have lost their seal.

Air conditioning on main level – staff and patrons are uncomfortable as temperatures have been around 80 degrees in afternoon. Bergeron sent Director and Chair instructions to collect data on temperature on main floor twice a day while open.

Art restoration underway.

Still awaiting price from Claude (lighting designer) and Tim Twitchell (electrician) for replacements with LED lighting.

Strategic Planning:

Chris Sprague presented draft of strategic planning document “Where We’ve Been and Where We’re Going” (attached), including trends, and a draft “strategy on a page” that summarizes our mission (purpose), vision, values, and strategic priorities. J. Rizzo asked that the word “respondents” in the document be changed to “residents,” as not all residents took the survey. The subcommittee continues to work on purpose and vision statements for DPL. Strategic priorities will drive metrics, which should be reflected in dashboard for Director and Trustees. Committee will present a honed version of the purpose/vision/values statement and top initiatives to trustees for approval at next meeting, then share with other constituents.

Alternate Report:

No report provided

Unfinished Business

Director credit card – The Trustees have discussed this topic over many months with no viable solution identified, and K. Fuller, Town Administrator, attended meeting to address issue from Town’s perspective.

Fuller provided list of options for Director to make purchases when vendors do not accept cash, check, gift cards, or purchases on account. (attached.) Fuller expressed a preference for the debit card option, and stated her opinion that a credit card is the least acceptable solution because Town checkwriting procedure cannot guarantee a bill will be paid on time, and therefore runs the risk of incurring late fees, which cannot be paid with town monies. Town does not give employees in other departments credit cards. The Town’s financial systems are not set up to handle petty cash purchases. Fuller said that the Town only has authority over our bottom line, not how we choose to implement this.

At issue is still the fact that the current pre-paid debit card solution is not transparent in the town or library budget – it does not reflect what the card is used for or when, and our financial reports do not accurately reflect the Director’s spending against our budget. The Director prefers a credit card option for the detailed record of purchases made, and flexibility.

Example: ALA fees – must have a credit card to pay online as the organization does not take checks. Also, Director can't use multiple pre-paid cards for large purchases. In practice, she ends up with small amounts on multiple cards, which cannot be used online, only in a store.

J. Finnegan suggested a library credit card policy that says library pays any late fees incurred by a credit card from Trustees account. He summarized risks inherent in a credit or debit card: lost card, fraud, overspending, late fees, while noting that both credit card and debit card options provide purchase protection and fraud protection.

B. Haire indicated that at a recent Trustee financial conference, other libraries said they had a debit card in the treasurer's name or director's name.

Either a credit card or a debit card in the Trustees name would provide Town with the receipts needed for auditor. Trustees had previously discussed a limit set on credit card.

Proposed: Trustees set up an additional bank account that has a limited balance with a debit card for Director's use. Account should be set up with overdraft protection, limit to expenditures, and be refilled from Trustees main bank account, then reimbursed from the Town with receipts from purchases. J. Finnegan will investigate.

Elect Treasurer – Bill intends to leave board in March 2023. Does not want to continue as Treasurer now. James expressed interest in finding out more about the job, and will discuss with Bill.

New Business

Library grants – E. Bennett is interested in exploring grants available for Library projects.

Proposed Memorandum Of Understanding (MOU) – A general outline of town/library relationship and jurisdiction was shared with Select Board prior to the pandemic, but was not signed so it is not in effect and is retained for reference only. Tabled discussion for next meeting.

Town Budget meeting on Monday, September 12 at 3:30 p.m. in Town Hall or via Zoom. Town will present explanation of conditions that have changed going into budget season. Rachael will bring a draft Library budget to Trustees meeting on September 14, based on the summit.

Coverage for Chair while on vacation 8/15-8/28 – B. Haire will cover 8/15-8/20; J. Finnegan will cover 8/21 – 8/28. Director will be on vacation 8/15-8/19.

Motion to Adjourn made by B. Gurney, seconded by J. Finnegan; Motion passed at 7:14 p.m.

Next meeting: September 14, 2022 at 5:00 p.m.