

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting 8/16/2023 - Minutes (FINAL)
Meeting called to order at 5:01 p.m.

Attending: C. Sprague (Chair), K. Nichols, L. Abram, M. Hulslander, B. Haire, J. Rizzo, Pam Bator, Lawrence Graves, Donna Garner (Friends of Library, member of Search Committee)

Absent: R. Lovett (Director), S. Luxmoore

Minutes LG/KN moved/seconded to accept minutes from Trustees meeting on 07/12/23, and minutes from special Trustees meetings on 07/19/23 and 08/03/23. Approved.

Friends of Library - Donna Garner expressed hope that Friends would be able to assist with adult programming in coming year. Friends has a history of doing Adult programs, often with 35-40 people attending, but not children's programs. They are open to discussion about participating/running/funding some programs, but not yet ready to be specific about that yet.

Director's Report - Director did not attend meeting via Zoom as expected, and no monthly report for August was provided. She has not yet provided her July report to Trustees, despite request by Personnel Committee and Chair that this be done prior to her vacation. C. Sprague attempted to contact Director multiple times by 5:15 pm, but no response. Board has not had a face-to-face meeting with Director since July. This meeting was delayed by one week so she could be present. She has missed meetings with Treasurer, Personnel Committee, and Friends in the past month.

Personnel committee - Update on Trustee/staff meeting on August 16: A meeting at 1pm at the Library was called by Director for Trustees to meet with staff. When four trustees arrived at 1pm, Director was not there or on Zoom, although she had met with all staff via Zoom from 12-1pm. Ultimately, staff and the attending Trustees had productive meeting, covering questions about hours of staff coverage, repair and maintenance of technology, and professional development.

Moved/seconded by L.Graves and P.Bator to enter non-public meeting to discuss further personnel matters at 5:40pm. **Motion passed.**

L.Graves/K.Nichols moved/seconded to resume public meeting at 6:10pm. **Motion passed.**

Goals & Objectives – Tour of library with Julie Perrin and Grace Flesher of Jaffrey Public Library was very positive. They were excited about the space, as well as opportunities for collaboration. CS asked Trustees to consider how can we work together to eliminate unnecessary redundancies. The Jaffrey board met today to discuss their interest, and have let Chris know they are interested in going forward with exploring the possibilities. Julie Perrin is on vacation from end of August to Sept 9, and could be available during that period to assist DPL with transition. Kate Fuller has confirmed we can hire Julie as a consultant with available Director funds.

Director Job description – looking for a 20-24 hour Interim Director, posted on Library exchange, and have one applicant already.

Advocate article – C.Sprague provided a draft, J.Rizzo recommended changes, which she will add and then submit to the Dublin Advocate.

Buildings & Grounds – Lawrence Graves will chair this committee going forward. Have a custodian candidate – Kara Dupre, knows Josiah, has good references, has children, would like to do 7 hours a week. L. Abrams to meet with her on Friday, August 18. Linda will ask Tom Kennedy to pick up trash from Library when he picks up trash from Town Hall.

New minisplit is installed and working.

Portrait of Dr. Horace Farnham - got prices from Indian King Framery, and Jane Simpson. Moved/seconded by L.Abrams/P.Bator to approve \$621 to hire Jane Simpson to do the work using the Museum Glass option. **Motion passed.** Chris has found a portrait of Dr. Horace's wife Eliza Farnham, and will investigate further.

Finance Committee – K.Nichols reported that we are in good shape on the current budget - 46% of budget spent/42% of year remains. It was acknowledged that the Director has done a good job managing expenses. K.Nichols also reported that a bill for gutter repair was double paid by both the Library and Town, as it was sent by former Trustee N. Cayford to both. Town will correct the double payment. \$9000 was taken from Investment Fund to pay for the minisplit.

Budget planning – Library Trustees are invited to a budget informational meeting with Town on September 11. C.Sprague reported that the 2022 Library Census is out, and has data we can use in support of our 2024 budget submission. Town Administrator has specific point of view around standardizing personnel policies, and will come to our next meeting to discuss.

Motion to adjourn made/seconded by L.Graves/K.Nichols. Adjourned at 7:06 pm.

Next meeting will be on Wednesday Sept 13, 2023 at 5:00 p.m.