

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting 9/13/2023 - Minutes (FINAL)
Meeting called to order at 5:06 p.m.

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

Absent: S. Luxmoore, L. Abram

Minutes K.Nichols/M. Hulslander moved/seconded to accept minutes from Trustees meeting on 08/16/23,

Motion passed. L.Graves/K.Nichols moved/seconded to accept minutes from special Trustees meeting on 08/24/23. **Motion passed.** An emergency vote was taken by email on 9/7 from C. Sprague to approve up to \$2000 for unlocking Director's computer. L.Graves/B.Haire move to ratify and confirm the authorization up to \$2000 for Twin Bridges. **Approved.**

Personnel committee – report attached. Also:

Program room policy – Need a procedure for organizations that want to use the Library for meetings that happen after open hours or on a day that the Library is closed. Want to be able to open the library for community groups. Will review the policy; in the meantime, need to make a limited access key or have someone here that does not allow access upstairs. B.Haire volunteered to manage a calendar for the multipurpose room in the meantime. Staff just needs to forward room request to Bess.

Next Steps

- C.Sprague to request community group meetings key that locks the top floor access
- Policy review and recommendation- who is on point for this?
- Personnel Committee needs to update staff on discussion
- B.Haire- finalize program dates and send to Pam who will get website updated

Custodian offer – Motion by B.Haire/K.Nichols to offer Tracy Wilkinson the role of custodian at \$30/hr, 7 hours a week. Will participate with L.Graves to understand systems, learn how to detect problems, and agree on escalation procedures. **Motion passed.**

J.Rizzo proposed that we offer departing custodian Josiah Weekly a gift card as a thank you. M.Hulslander/J. Rizzo moved that we purchase cash card in amount of \$125 for this purpose, out of operating account. **Motion passed.**

Next Steps

- KN to get gift card for Josiah
- Personnel to make offer to Tracy Wilkinson

Concern about disruptive patrons – Staff requested that we install a chain across the opening to the desk/back office area, with a sign that says Staff Only. Attend to friendly language of signage.

Surveillance camera upstairs and in program room was provided by Friends of Library, but has not been used.

Next Steps

- LWG will propose security chain and signage
- LWG will inspect camera with on building walkthrough with Michael Borden

C. Sprague will draft article from Trustees for October Dublin Advocate by end of week.

Submitted article

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

LG/KN moved/seconded to resume public meeting at 6:10pm. **Motion passed.**

Goals & Objectives – C.Sprague stated two concurrent objectives: Stabilize day-to-day schedule of library, and plan for 2024. Need to understand optimal open hours and staffing.

Library Director search – agreed to change job title from “Interim Part-Time Director” to “Permanent Part-Time Director” to clarify the long-term nature of the role. **Done**

Library Consortium discussion with Jaffrey Board of Trustees on Monday, September 18 at 5pm. Refer to Value of Consortium Services document, and Library Activity Model to determine which activities can be handled by Director, Town Admin, Consortium services, current staff, other. Investigate whether Jaffrey has shareable program models for children’s programs. What costs to Dublin to be part of this? Possible services: Website conversion, analytics/validate data of last year, share programs.

One adult program is scheduled for fall on Critical Media Literacy with Sophie Luxmoore at the DubHub. D.Garner shared history of Friends’ involvement in adult programming. Friends would consider helping to fund/deliver a specific program each cycle.

Technology - Twin Bridges came in for 4 hours on Tuesday, September 12. Our current website is Weebly hosted, while Town of Dublin website is on CivicsPlus, the same system that Jaffrey uses. P. Bator expressed concern about our MailChimp newsletter and program signups – need passwords. Goal is to do that in October timeframe. Aaron Treadwell is working on our website to take down stuff that is out of date, redundant, etc. Once ours is stable, we can migrate what we have to CivicsPlus.

Next Steps-

- Pam responsible for website and will rely on Aaron Treadwell. Figure out registration process
- Pam to request passwords from Allan at Twin Towers – Indeed, Mailchimp newsletter

Volunteers – D.Garner explained we can’t use volunteers for something staff can do, but if the staff is not willing it to do it, or if we have a staff shortage, we can use volunteers to supplement staff until staff is hired. We have to be careful not to take work away from staff member (can’t reduce hours of staff member with a volunteer). NHLTA on ability of Trustees to volunteer: it’s ok do on-going tasks, but must be no coercion of Trustee to volunteer, all require background check, volunteers must not have access to patron data. Examples of volunteer tasks that could be done under supervision of staff: circulation tasks, supplemental programs. Even with permanent director, volunteers can continue to help. Director/Trustees/Friends need to be educated about these rules.

Next Step

- K.Nichols will provide DG with the forms for creating volunteer policy
- D. Garner will draft volunteer policies and preview with the personnel committee

Buildings & Grounds – Warrant articles C.Sprague and L.Garner will discuss later

Next Steps

- C. Sprague provided L.Graves with update on the status of building capital improvements
- L.Graves to schedule time with Michael Borden, Town Building Inspector, to understand systems and agree on possible capital improvement candidates
- L.Graves to complete walkthrough with Tracy Wilkinson

Finance Committee – Treasurer's report attached.

Budget planning – C.Sprague/K.Nichols attended budget info meeting with town. Our date for presenting our draft budget to the Select Board is 10/16/23, with presentation to Budget committee on 10/22/23. Need to understand how we're going to operate based on meeting with Jaffrey in order to create 2024 budget. K.Nichols will meet with K.Fuller to go through budget line-by-line and explain vendors, etc. Mike Borden, Town Building Inspector, will walk through building with L.Graves and Sterling Abram and create a five-year plan for maintenance/repair/improvements for Library buildings. Last year overall budget was up 8% due to volatile energy prices, this year town is targeting 3.2% increase. Look at pay scale for circulation staff.

Next Steps

- K.Nichols to understand budget development process
- C.Sprague to pull together peer town library budget data. No state data available

Technology – Twin Bridges did an assessment of our technology (8 computers). They prepared proposal for upgrades over time. L.Graves/Buildings and Grounds will take this on to evaluate the proposal.

Next Steps

- CS provided LG with Twin Bridge proposal
- LG will discuss with Allan Treadwell and make a recommendation

Meeting with Board of Trustees of Jaffrey Public Library on 9/18 at 5:00 pm. Those attending to meet at 4:30 in DPL parking lot to carpool.

Motion to adjourn made/seconded by L.Graves/K.Nichols. Adjourned at 7:02 pm.

Next meeting will be on Wednesday October 11, 2023 at 5:00 pm.