

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting 5/10/2023 - Minutes (DRAFT)
Meeting called to order at 5:00 p.m.

Attending: C. Sprague (Chair), R. Lovett (Director), N. Cayford, K. Nichols, L. Abram, M. Huslander. No one on Zoom.

Absent: B. Haire, J. Rizzo, J. Finnegan, S. Luxmoore (Pending Alternate)
Meeting being recorded for absent Trustees to review.

Minutes:

Motion was made by K. Nichols and seconded by N. Cayford that the minutes of the April meeting be accepted with an amendment to note that J. Finnegan left the meeting prior to adjournment. **Motion Passed.**

Motion made by M. Huslander and seconded by N. Cayford that the Minutes of the April 27, 2023 Special Meeting be accepted as written. **Motion Passed.**

Announcements:

- Welcome and thanks to all Board Trustees in new/renewed roles
- Chair requesting that each Trustee propose a ground rule for meeting decorum, building trust and ensuring productive meetings. Will review at June meeting. Example is the use of the Golden Rule- treat others as you wish to be treated. Soccer Red/Yellow cards will be distributed and any Trustee can throw a *yellow card* if a ground rule is violated. We have yet to decide how to use a red card but think symbolically it is important.

Standing Committee Reports:

Director's Report (report attached) – Rachael Lovett

Gift – A Library-themed quilt created by Vicky Babb, made in honor of Mary Edick, was donated to the Library. K. Nichols/N. Cayford moved/seconded to accept the gift. A display location will be determined.

Director is planning to establish communication times for each Board subcommittee to share information.

Director will solicit interest from staff regarding a Monday 6/12/23 Conference for continued education. Board supports Library closure for the day if needed.

Director considering revamp of Program space, considering a “Library of Things,” and will look at financing options for each.

Treasurer's Report (report attached) – J. Finnegan

K. Nichols reported that Treasurer is still waiting for YTD Expenditures vs Budget Report from Town.

Board reviewed Debit Card Policy draft submitted in March. Policy to be amended to reflect Operating account for Debit Card will be maintained with a minimum of \$500.00 and a maximum of \$750.00 amounts. Section “A” of the Policy will be amended to reflect “employee name (Director).”. Motion made and seconded by M. Huslander/L. Abram to adopt the Policy

with amendments discussed. Director will amend policy, print for signatures by Board at next meeting. Policy will then be added to DPL Trustee Manual.
Director will assist with assigning a secured file cabinet in the Library for Treasurer documents.

Buildings & Grounds Report (report attached) – N. Cayford

Art Restoration project is nearly complete. Appraisal Report anticipated soon.
Lighting project continues with contractor waiting for supplies.
Town Administrator is going to assist with bid process for Entry Project. N. Cayford and R. Lovett will meet with her. Three bids are needed.
Bids for lower level moisture control will also be sought.
Cooling unit for main floor has not worked efficiently. Will pursue needed repairs.
One proposal for main floor heat/cooling/humidity received. N Cayford will pursue additional proposals.
N. Cayford informed the Board that one of the artworks recently worked on was noted to have apparent worm damage. Professional evaluation is pending.

Personnel (report attached) – L. Abram

L. Abram requested Job Description for Custodian so subcommittee can assist with hire. Will also follow up with other possible vendors/persons.
Director has signed performance review. No contract is in place; has not been a contract in past.

Goals & Objectives (report attached) – Chris Sprague

Board discussed Right-to-Know requirements, Library metrics and peer-to-peer comparisons, submissions to Dublin Advocate for June edition, and for future publicity of Trustee role with eye towards recruitment.
Chair informed of upcoming changes to the Library Friends group.

On-going Business:

Friends of Library Report – See above

Action items from previous meeting

1. Roster of Trustees needs to be resubmitted to Town and State. C. Sprague
2. Alternate Sophie Luxmoore needs to be sworn in by Town Clerk. M. Hulslander and S. Luxmoore
3. Bank Accounts Signatures to be revised with changes in positions. C. Sprague, J Finnegan, K. Nichols

Trustee N. Cayford left meeting at 6:52 pm

Motion to adjourn made/seconded by M. Hulslander/L. Abrams at 7:00pm.

Next meeting will be on Wednesday June 14, 2023 at 5:00 p.m.