

DUBLIN PUBLIC LIBRARY TRUSTEES Meeting
11/8/2023 - Minutes (DRAFT)

Meeting called to order at 5:03 p.m.

Attending: C. Sprague (Chair), K. Nichols, M. Hulslander, B. Haire, J. Rizzo, P. Bator, L. Graves, Volkert Volkert (Circulation Librarian), L. Abram, S. Luxmoore. No one on Zoom. **Absent:** none

Minutes: LG/BH moved/seconded to accept minutes from Trustees meeting on 10/11/23, with the following addition under heading of Keys: "there was a discussion of possibility of installing a lock box."

Motion passed. MH/BH moved/seconded to accept minutes from special Trustees meetings on 09/18/23 Add: L. Graves was in attendance. **Motion passed.** LG/MH moved/seconded to accept minutes from special Trustees meetings on 09/25/23, with the deletion of the phrase under Next Steps 8), "will work out an approach to key management." **Motion passed.**

Updates: All trustees received an anonymous letter in the mail, containing a copy of State of NH "best practices" covering use of volunteers. L. Graves points out that this is not a legal statute. Chris then received a call from the NH Dept of Labor Investigation Unit, and will respond by letter to the person who called him. Dublin Public Library is in full compliance with these best practices.

Safety and Security Policy update: Motion made by PB/MH to revise language in our Safety and Security Policy (last updated on 2/13/17), bullet point 5, from "The library will maintain two staff member during all hours of operation."

to:

"The library will maintain coverage by two staff members, or one staff member and one volunteer, during all hours of operation." **Motion passed.**

Director's Report (V. Volkert)

- P. Bator/M. Hulslander moved/seconded to authorize Circulation Director to procure additional resources for the library as prioritized by patrons and appropriate lists. **Motion passed.**
- P. Bator will meet with V. Volkert to review data collection to report to board.
- C. Sprague and L. Abrams to meet with V. Volkert next week to define the Circulation Librarian job more clearly.

Search Committee Report (P. Bator)

- Bill Gurney was suggested as a community representative to Search Committee
- Liz Moore has started as Library Assistant on November 2.
- Job openings listed on 6 job boards for Director and Library Assistants
- B. Haire, L. Abram will meet with 3 Library Assistant candidates on 11/9. P. Bator has developed an interview folder, V. Volkert will greet and guide candidates; P. Bator, L. Abram, and B. Haire will meet the following day to discuss the candidates.
- Director candidates – so far recent ones are underqualified. Additional candidates still coming in.
- Will seek feedback from patrons and residents about desired open hours
- 2024 Budget is based on 34 Director hours/46 assistant hours weekly.

Buildings and Grounds (L. Graves)

- Computer maintenance: Many issues re outdated IT suite – with help from Charlie O'Riordan (patron, IT business owner certified by Microsoft), now have 2 functioning patron computers, 1 circulation computer, and former director's computer being wiped and rehabbed after virus

infestation. Charlie is willing to volunteer services to triage current technology until we can do a full upgrade with Twin Bridges next year. L. Graves will share Charlie's credentials with M. Hulslander.

- There are cables installed to upgrade infrastructure that will speed up internet substantially – Charlie will complete this installation at minimal material expense.
- LG did a walk through of building with building inspector, fire chief, and Sterling Abram. Knox box outside library needs updated exterior key (does have an elevator key).
- Smart thermostats needed that will cut heating costs substantially.
- L. Graves meets with Bergeron on 11/9 re dehumidifier project to finalize installation plan.
- Grant available for computer purchases for libraries. J. Rizzo and L. Graves will work on application.

Financials (K. Nichols)

- Select board and budget committee meetings re 2024 budget went very well.
- Financials are good and statements are coming in on time. Budget expenditures good.
- Investigating record retention requirements in preparation for cleaning out director's office.
- L. Graves/B. Haire moved/seconded that we accept the following donations: from Garden Club books valued at \$90.43; from Jane Simpson \$50 discount on framing; from anonymous donor an exterior sign board for programs; from K. Nichols book valued at \$30. **Motion passed.**

Program Update (B. Haire)

- Children's programs – started with music/storytelling by "Opa" Volkert, and will continue with storytelling by Papa Joe Gaudet. No response yet from schools re bus drop-offs after school.
- Adult programs – B. Haire will offer "Crafty Dublin," Lunchbox class about "extraordinary lives" of Dublin residents, possibly an introductory watercolor class
- Concentrating on intergenerational programs
- B. Haire and C. Sprague will meet with Monica Lasky at DubHub to coordinate themes for 2024.
- B. Haire will provide a Program Room calendar that is available in hard copy and online.

Outbound Communications (P. Bator)

- Will coordinate Facebook/Instagram/Next Door/Website posts – explore other channels
- Local NH "influencers" like NH Keene Scene – look into using for building awareness
- Need a calendar on website for booking the program room.

M. Hulslander/L. Graves moved/seconded that we enter Non-Public Meeting at 7:02pm. **Motion passed.**
Returned from non-public meeting at 7:35pm

Board requests the Town of Dublin to reimburse funds paid to Tracy Wilkinson as payroll advance by the Library Trustees on October 26, 2023, under the custodian payroll code.

K. Nichols/P. Bator moved to adjourn the meeting at 7:40.

Next meeting Wednesday 12/13/23 at 5:00 p.m.

Next steps:

- 1) Respond to NH Dept of Labor Investigative Unit – C. Sprague
- 2) Align data collection for board reports – V. Volkertz and P. Bator
- 3) Clarify job description of Circulation librarian – C. Sprague, L. Abrams, V. Volkertz

- 4) Survey residents about open hours for library – P. Bator
- 5) Follow up with third party elevator maintenance co re elevator key – L. Graves
- 6) Provide IT credentials for volunteer Charlie O’Riordan – L. Graves
- 7) Put updated library key in Knox box – L. Graves
- 8) Investigate smart thermostats - L. Graves
- 9) Write technology grant application for NH Charitable Foundation – L. Graves, J. Rizzo
- 10) Develop electronic calendar for program room bookings – B. Haire
- 11) Contact custodian candidates – L. Abram and J. Rizzo