**DUBLIN PUBLIC LIBRARY**

**Minutes (FINAL)**

**Trustees Meeting November 8, 2022**

Meeting called to order at 5:02 pm.

**Attending**: N. Cayford (Chair), R. Lovett, (Director), J. Rizzo, C. Sprague, M. Huslander, J. Finnegan, B. Haire, Linda Abram (alternate), B. Gurney, Kathleen Nichols (visitor)

**Absent:** Emily Bennett

M**inutes**:

- Motion made/seconded by J. Finnegan/M. Hulslander to approve minutes of 10/12/2022 with correction adding W. Gurney as Absent. **Motion passed**

- Motion made/seconded by N. Cayford/M. Hulslander to approve minutes of 10/18 with correction of adding Trustees not present. **Motion passed**

Meeting announcement “in arrears” – October 28 at 11:00 am, Consultation with Terry Knowles. Minutes will be prepared to reflect key topics of presentation, and emergency meeting held immediately afterword to approve printing of Open House signs.

**Reports:**

Director Report

Gifts – Russell Bastedo donated two artificial wreaths; Yankee Publishing donated $100 for art fund; Wendy White donated $50 in memory of Mary Edick for purchase of book. Motion to accept gifts made/seconded by C. Sprague/N. Cayford. **Motion passed.**

Programs – Open House had 44 attendees, including 6 trustees. Regular programs for kids getting 10-17 kids 3x/week. Family Movie Night is planned for 11/26 in the afternoon. Friends of DPL Open Mic Night will be held in December, date TBD. Director attended/recorded reading by author Ken Sheldon at DubHub using the Owl. Sticker and pumpkin painting contest winners have been selected.

Budget update – Director is still working with Select Board to get staff schedule, job descriptions, hours open/staff hours for budget.

Posting minutes on website - Director asked Secretary to take over role of posting our minutes on Town website, rather than going through Director. B.Gurney suggested asking Town Office Assistant Pam Cox to post them along with other town committee minutes, otherwise need to talk to Town Administrator about getting a login and instructions for posting. All reports appended to minutes should be consolidated into a single pdf.

Terry Knowles’ invoice has come in. Motion made/seconded by M. Hulslander/B. Gurney to pay bill from Terry Knowles in amount of $335, for 4 hours consulting, plus mileage. **Motion passed.**

Treasurer report

J. Finnegan reviewed Financial Report as of 11/09/2022. He pointed out questions about our interest bearing accounts at M&T, and he will contact bank to determine most attractive options.

C. Sprague asked about investment instruments for the securities accounts that have moved from Peoples to Wilmington Advisors. J.Finnegan will schedule time at future meeting to review details. We do not have separate accounts for restricted monies (e.g., art), but instead keep in checking account with separate accounting. JF will add a line to financial report indicating how much in checking account is restricted.

C. Sprague asked what is included in the $2300 spent under Lib Computer line item this year. Biblionics is software for catalog and circulation - $1300; Weebly is website software - $203 for 2 years; Anti-virus software; Microsoft - $100; Zoom - $100; movie streaming. B. Gurney/N. Cayford moved/seconded to accept Treasurer’s report. **Motion passed.**

Buildings & Grounds/Art report

Gravel fill for crawl space was acquired at a small charge, which is not known at this time. Sterling Abram moved it into crawl space, about 12 hours of labor. This is part of necessary prep for HVAC project. Expecting a bill from Sterling. B. Gurney suggested billing it to Town for Buildings & Grounds.

J. Finnegan is working on warrant article(s), with Town Administrator’s help. Bergeron is giving us an estimate for air conditioning/climate control. N. Cayford will call them to verify their $40K estimate, which will go into warrant article. Sterling Abrams and Greg Pease both gave estimates of about $25K to remediate rot in foyer, and Town Administrator recommended adding 10% to that amount. B. Gurney will help J. Finnegan draft the warrant article(s), then N. Cayford and J. Finnegan will go to Select Board with information, to discuss. If Select Board approves, they will submit to DRA for vetting language and preparation of article. B. Gurney raised question about separating the rot/HVAC projects into two separate warrants, so that whole project is not turned down if one part not supported by town. Trustees will need to meet for a special meeting to vote on the warrant article before the late November submission deadline.

Art restoration going well.

Alternate report

Kathleen (Kathy) Nichols expressed interest in being an Alternate Trustee. She has lived in town since 2006, and is a regular Library user. She is now retired from a career in overseeing nursing homes, most recently in NH.

Libby Haddock has also expressed interest in being an Alternate Trustee. Lifelong Dublin Resident, teacher, 3 children and many grandchildren. N. Cayford will invite her to attend a Trustees meeting.

M. Hulslander/N. Cayford moved/seconded to recommend Kathleen (Kathy) Nichols to the Select Board as an Alternate Trustee of DPL. **Motion passed.**

Strategic Planning report

C. Sprague reminded Trustees of organizational values identified in Strategic Plan – openness, access, equity. A discussion of Trustee and Staff roles and responsibilities took place, with clarification of lines of communication among Trustees, Director, Staff.

Strategic Planning subcommittee will meet on 11/28 at 1:00 pm to talk about what we should be doing in 2023 to further the 5 strategic initiatives. N. Cayford recommended that subcommittee membership be limited to 3 Trustees.

**Unfinished business:**

Director and Chair will request that Town Administrator post for custodial services for inside the library. They are also going to discuss the issue of snow removal with the Town Administrator immediately.

**New Business:**

Chair distributed copies of the following policies for Trustee review:

- Safety and Security policy (updated 2/13/17), highlighting 2-staff person coverage

- Bylaws Article VII: Committees, highlighting chair’s responsibility to appoint and discharge ad hoc committees

- Public relations policy (updated 2/13/17), highlighting Director’s responsibility for written materials describing library programs and services

- Library Director Job Description, highlighting vacation/holiday time

Holiday Policy

Director noted that Library will close at 3 pm on day before Thanksgiving, close on Thanksgiving Day, and open again on Saturday.

This year, Christmas Eve and New Years Eve both fall on Saturdays. Our current holiday policy says we close on Christmas Day and New Year’s Day, not on Christmas Eve or New Year’s Eve. Director wishes to put on 12/14/22 agenda to discuss whether to change the policy to better align with Town’s holiday policy. N. Cayford and R. Lovett will draft a revised policy for consideration at that meeting.

M. Hulslander/B. Gurney moved/seconded to adjourn at 7:47 p.m.

Next meeting is December 14 at 5:00 p.m.