

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting December 14, 2022 - Minutes (FINAL)
Meeting called to order at 5:03 p.m.

Attending: J. Finnegan (Chair ProTem), R. Lovett, (Director), N. Cayford (on Zoom), J. Rizzo, C. Sprague, M. Huslander, B. Haire, E. Bennett, K. Nichols (alternate), Phil and Ruthie Gammons (visitors on Zoom)

Absent: L. Abram (alternate), B. Gurney

Minutes:

- Motion made/seconded by M. Hulslander/B. Haire to approve minutes of special meeting 10/28/2022. **Motion passed**
- Motion made/seconded by M. Hulslander/C. Sprague to approve minutes of 11/9 Trustees meeting. **Motion passed**

Announcements:

N. Cayford submitted her resignation as chair of Board of Trustees on 11/30/22, effective Dec. 7, 2022. (letter attached) As the Board is currently without a chair, proposal was made to rotate the chair position on a monthly basis until March.

Reports:

Director Report - attached

Sanding and upkeep of parking lots - Town comes through and does the sanding, but it isn't enough and there are still icy spots where patrons could slip and fall. Town asks Library to clear walkway to lot, and sidewalk to upper parking lot, which normally is done by our custodian. As we don't currently have a custodian, J. Finnegan shoveled after the snowstorm last week. N. Cayford stated that the original Library deed says that the "outside of building and land" are the Library's responsibility, but M. Hulslander points out that the RSA clearly states town is responsible for outside of building. Terry Knowles (NHTLA) is looking into this at N. Cayford's request, to determine our responsibility. C. Sprague will go over to Town Hall to talk to K. Fuller about getting the paths shoveled and report back.

Motion made/seconded by J. Rizzo/C. Sprague to accept gifts listed in report. **Motion passed.**

Town has provided rodent removal service since the last meeting.

Circulation statistics – There has been steady increase year-over-year in all categories: patrons (library cards), people through the door, checkouts, programs offered, and program attendance. B. Haire asked for data to be collected on website visits as well.

Treasurer report - attached

J. Finnegan reviewed Financial Report as of 12/14/2022 – attached. We have 6.25% remaining of 2022 budget with 7.12 % of days remaining in year.

Unrestricted funds balance \$3,926.88. Remaining arts fund balance is \$4,386.

Warrant articles: J. Finnegan circulated draft warrant articles that were presented to Budget Committee. He presented them with two options - both the rot and HVAC projects combined in a single warrant article, or the two projects separated into separate articles. Budget Committee strongly recommends separate warrants, because it's easier to draw on multiple sources of funds for each project. They propose we take \$20K from the Capital Reserve fund for rot remediation, and ask the town for the remaining \$7,500 from unassigned fund balance. Second article is recommended as written - \$44,000 from town unassigned fund balance for HVAC. State Dept of Revenue Administration is reviewing these articles as written now.

Need a final draft of warrant article from K. Fuller in order to vote on a motion to approve.

B. Haire/M. Hulslander moved/seconded to accept Treasurer's report, including the warrant update. **Motion passed.**

Buildings & Grounds/Art report - attached

Capital Improvement Plan – Select Board and CIP committee meets to plan maintenance for all bldgs in town. CIP Committee has asked N. Cayford for an estimate for interior painting of the Library,(in 3 years); N.C got one estimate of \$15,000-20,000 from Randy Drain. Also, they asked for an estimate to have chimney pointed/flashed in 2024, which she got from Dennis Jewel of \$3000-4000, which is already reflected in their plan. Jewell recommended that this project be done in 2023. Question raised about whether these projects need to be warrant articles.

Strategic Planning report - attached

C. Sprague reported that at last meeting of Strategic Planning Committee, the following actions were taken: 1) Strategy was accepted, 2) The ad hoc committee was recommended to be dissolved, and 3) Per by-laws, it was recommended that the Chair establish a standing committee on Goals and Objectives to pick up the work of the subcommittee. The next step is to prioritize the strategic goals, and develop a 2023 plan for implementation along with a dashboard that documents progress toward goals.

Motion made by C. Sprague/seconded by N. Cayford to form a standing committee on Goals and Objectives consistent with our bylaws Article 7. The Goals and Objectives Committee will include J. Rizzo, B. Haire, Meg Page, and C. Sprague. **Motion passed.**

Unfinished business:

Custodian candidate was scheduled for an interview on Monday, December 12, but was unable to attend interview due to being in hospital. Rescheduled interview is pending.

C. Sprague gave Director name/contact info for another potential cleaning person.

Invoice received from Sterling Abram for gravel work. The free/discounted gravel acquired through the town cost \$132. Motion made/seconded by M. Hulslander/B. Haire to pay Abrams' invoice for labor. **Motion passed.**

New Business:

Holiday Policy

Town gives town employees 11 paid holidays. Library staff are technically town employees but employed by Library, so we don't have to follow their schedule.

C. Sprague/ M. Hulslander moved/seconded that we adopt the 11 paid holidays in 2023 per Director's recommendation (in attached Director's report) with exception of Monday, October 9 (Indigenous People's Day).

Holiday gifts for staff –Trustees will contribute what they wish, and whatever amount is collected will be divided equally among each of 3 staff.

New Chairperson for the Board of Trustees

Discussion was held about responsibilities of chair: Article III of DPL Bylaws states "The Chair shall preside at all meetings of the Board, authorize calls for special meetings of the Board, and perform all duties associated with the office. The Chair shall be an authorized signature on all Trustee accounts."

"All duties associated with the office" includes, but is not limited to:

- Report term(s) of Trustees to state, and arrange swearing in of new Trustees and alternates
- Act as point person for communications from NHTLA and state of NH
- Appoint Standing Committee chairs
- Meet with Director to prepare meeting agendas, dealing with everything from repairs to policy

Discussed the need for a standing Personnel Committee. Also, identifying a Vice-chair should be a priority to make the chair's job more manageable.

At last meeting Trustees affirmed that the chair was the only person to meet with Director regarding library business between meetings. Standing committees should report their outcomes to whole Board at regular meetings, which include the Director.

C. Sprague will chair the next meeting. Discussion of chair position will continue at that time.

M. Hulslander/B. Haire moved/seconded to **adjourn at 7:00 p.m. Next meeting is January 11, 2023 at 5:00 p.m.**

Submitted by Julie Rizzo, Secretary on December 15, 2023.

