

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting January 11, 2023 - Minutes (FINAL)
Meeting called to order at 5:05 p.m.

Attending: C. Sprague (Chair ProTem), R. Lovett, (Director), N. Cayford, J. Rizzo, B. Haire, E. Bennett, K. Nichols (alternate), L. Abram (alternate), M. Huslander, B. Gurney

Absent: J. Finnegan

Minutes:

Motion made/seconded by N. Cayford/K. Nichols to approve minutes of meeting 12/8/2022 with the following corrections:

Under Minutes: Motion made/seconded by M. Hulslander/C. Sprague to approve minutes of 11/9 Trustees meeting. Motion passed.

Under Announcements: proposal was made to rotate the chair position on a monthly basis until March.

Motion passed.

Announcements:

Upcoming Elections and Trustee openings – Emily Bennett and Bill Gurney will not seek reelection after their terms expire in March 2023. Were Alternates Abrams and Nichols encouraged to run; Nichols indicated interest. Form to declare candidacy will be available from Town Clerk's office Jan 25-Feb 3, and candidates will be introduced to community on March 4 at Library.

Town Annual Report due – N. Cayford will write the Trustees report, and R. Lovett will write the Director's report.

Following up on discussion at 12/8/2022 meeting about naming a chair to replace N. Cayford, C. Sprague expressed interest in taking on chair responsibilities for Trustees. He laid out his vision for using our "Better Together" 3-year strategy to guide our work, with a focus in 2023 to "Run Well," in terms of both library operations and trustee meetings, with clear outcomes, accountability, transparency.

Standing Committee Reports

Director's Report – Director Lovett provided a written report with circulation statistics (attached). N. Cayford asked about grants upcoming this year. Director described a grant from ALA for improvements to outdoor space to provide access to Library outside of open hours (lockers for curbside pickup, for example). This grant could also cover a delivery mechanism for delivery of books to homebound patrons (similar to "Door Dash" for books).

Motion was made/seconded by N. Cayford/C. Sprague to accept unrestricted \$100 gift from Godine Family Foundation. **Motion passed.**

DPL and Friends of the Library are co-sponsoring an Open Mic and Chocolate Night on Friday, February 10 . All are encourage to invite performers (music, poetry, readings, etc.) for Open Mic portion of event.

Director provided bumper stickers for Trustees, and delivered a thank you card from staff for Christmas gifts.

A cleaning crew headed by Nina Fish is available to come in two hours/biweekly to clean (4 hours/month), (no trash removal included) for \$360/month. We can engage them on a month-to-month basis until we hire someone as custodian. Director will ask Town Administrator if custodian salary in our budget can be used to pay for this. Library is not currently recycling and needs to so that voluteer trash disposal is not in violation of town policy. Motion made/seconded by K. Nichols/N. Cayford to engage Nina Fish on temporary basis through next meeting, while continuing to expore options for hiring a permanent custodian. **Motion passed.**

Goals and Objectives:

C. Sprague submitted a written report (attached) and pointed out a “dashboard” presentation of annual results by Jaffrey Public Library, as a model for what we might . Director noted that our annual information is presented via our Annual Report, and asked that Committee be mindful of the level of resources we have available. Director will be a member of the G/O Standing Committee, in addition to C. Sprague, J. Rizzo, B. Haire. M. Page does not wish to continue her FOL role on Committee. All are in agreement to adopt in principle the plan submitted by G/O Standing Committee, and refer to the Standing Committee the task of simplifying the language for the next meeting. Suggested that we keep the posters with key objectives visible during Trustee meetings.

Finance and Budget:

J. Finnegan submitted a written report (attached), but was unable to attend meeting; Director indicated that we finished year with .3% of 2022 budget remaining, in contrast to the reported 2.05% under budget.

Director asked that the credit card issue be on agenda for next meeting.

Buildings & Grounds Report:

Security cameras have come up in multiple discussions (minor damage to exterior of building, insurance, value of art being restored, etc.) Already have security system on doors. Not currently covered specifically for fine art, and can’t get that fine art coverage without security cameras. Would like to have insurance company come and advise, and get estimates for security cameras. Concern was raised about safety of exterior copper gutters.

Director asked about how changes can be made to the town’s Capital Improvement Plan – repointing and reflashing the chimney are currently on the plan for 2024, but should be done this summer. N. Cayford will talk to Select Board about how to ask for this change.

M. Hulslander/L. Abrams move/seconded motion that all Standing Committee and Director Reports be accepted. **Motion passed.**

Unfinished and New Business

N. Cayford suggested that we continue to rotate chair position until March. Can vote now on an Interim Chair, but by law all positions will need to be voted on again in March. Alternates are not eligible to be Chair. Interim Chair is only person who can talk with directly with Director about meeting agenda items. It was agreed that chairs of Standing Committees can talk to Director directly regarding committee business.

C. Sprague was the only Trustee to express interest in running the February and March meetings. M. Hulslander/L. Abrams moved/seconded that C. Sprague serve as Interim Chair for the Feb and March meetings. **Motion passed.**

Town Warrant Article – N. Cayford and J. Finnegan submitted the Library warrant articles to the Town, based on higher prices received from Bergeron in December. No response has been received to date.

Director Annual Review and January Special Meeting of Trustees – Director asked to be able to fill out a self-evaluation this year prior to her review. Timetable for review: after this meeting, the existing evaluation forms will be sent to all Trustees and Alternates, to be returned and consolidated prior to Feb 8 Trustees meeting. The evaluation form will be reviewed after the March election to more closely align with our Strategic Plan.

Friends Meeting Report – B. Haire reports that Friends pay for maintaining the land between the footpath and the road (Rt. 101), and are asking who is legally responsible for this maintenance. Friends pay Simpson over \$400 per year and they buy mulch. N. Cayford said that Trustees are in charge of the grounds, but FOL has wanted to maintain the gardens. She has referred questions about responsibility for interior and exterior of the building to Terry Knowles, but has not yet had a response. Will take this up at Feb. meeting.

Motion made/seconded by M. Hulslander/J. Rizzo to adjourn. Meeting adjourned at 7:05 p.m..

Next meeting date is Wed., Feb. 8, 2023 at 5:00 p.m.

Submitted by Julie Rizzo, secretary

Action items:

- Trustees to attend/encourage participation at Open Mic and Chocolate Night on Feb 10.
- Director to find out whether we can use salary funds to pay for cleaning service
- Goals/Objectives Standing Committee to simplify language of “Run Well” recommendations
- Interim Chair to put credit card issue on February agenda

- N. Cayford to gather information about security cameras – purchase cost, on-going service
- N. Cayford to ask Select Board how to make changes in timing of projects on CIP
- Interim Chair/Past Chair will distribute Director Evaluation forms to Trustees
- N. Cayford and C. Sprague will prepare for discussion at next meeting of Town/Library responsibilities for interior and exterior of Library buildings.