

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting February 8, 2023 - Minutes (FINAL)
Meeting called to order at 5:05 p.m.

Attending: C. Sprague (Chair ProTem), R. Lovett, (Director), N. Cayford (Zoom), J. Rizzo, B. Haire, K. Nichols (alternate), L. Abram (alternate), M. Huslander (Zoom), B. Gurney, J. Finnegan; Sophie Luxmoor (guest)

Absent: E. Bennett

Minutes:

Motion made/seconded by M. Hulslander/B. Haire to accept the minutes. **Motion passed.**

Announcements:

Annual Report submitted to Town.

Open Mic Night this Friday at 6:30 p.m. – bring chocolates & attend. Director will ask Yankee to post on chalkboard, as outside sign doesn't stand up in snow.

Budget hearing scheduled for 2/14 at 7:30 p.m. – pre-Town Meeting for questions, trustee needed. Rachael will be on Zoom, B. Haire and C. Sprague will discuss who will attend.

Meet the Candidates session will be held on Sat., March 4 at 10am-12pm in multi-purpose room.

Voting is on Tuesday, March 14; Town meeting is Saturday, March 18

March Trustees meeting will be on March 8; new Trustees must be sworn in before participating fully in meeting.

On behalf of the Board, K. Nichols will send a congratulatory note to Emerson Sistere to note his family's purchase of Toadstool Bookshops in Keene and Peterborough

Standing Committee Reports:

Goals & Objectives (attached) – Chris Sprague

- Strategic Priorities have been represented graphically to illustrate our focus of “Run Well” - graphic depicts a “house” with foundation (trust), 4 pillars (Adult Program Participation, Align People around Outcomes, Virtual Access, Increase Use of Library Resources), and a roof (Community Communications)

- Clarity needed on NH RSA laws regarding volunteers to understand limits on what Trustees can do as volunteers

- Discussed creating an orientation process for new Trustees – recommended that at a minimum new members go over the policy binders, take the NHLTA online workshop for new Trustees. Sprague and Cayford will produce proposal for March 8 meeting.

Director's Report (attached) – Rachael Lovett

- Motion made/seconded by B. Haire/C. Sprague to accept gifts of crafts/legos/magazines/3D printed items from Dave DeWitt; \$100 check from Melanie Lizotte; \$50 from J. Finnegan family.

Motion passed.

- Circulation data provided for Dec 22-Jan 23. Noted that in-person visits declined but online engagement increased – possibly due to extreme weather and closings. Will continue this 2-

month comparison throughout year, and summarize annual data at end of year. Interlibrary loans growing significantly.

- Annual Library Program Plan and Monthly Staffing/Program Calendar were presented – very well received by the Trustees.
- Director has determined that this year she will focus on strategic priorities of increasing Adult Program participation (assessing programs), optimizing experience of library patrons (space allocation, lighting improvements), Best Resources (offer outside training opportunities for staff and examine competitive pay).
- Congratulations were given to Director for the excellent work done to provide this data for this meeting
- We should use this type of data presentation with Budget Committee and Select Board in fall.
- We agreed on need to provide name tags for Library Staff

Treasurer's Report (attached) – J. Finnegan

- Debit card for Director – propose to open Operating Expenses checking account with debit card. Will move starting funds into that account, which will be drawn down by use of debit card, then replenished with reimbursements from the Town to the Library. Director will keep a spreadsheet of debit card withdrawals and reconcile with Town Administrator monthly. Trustees acknowledge and thank Director for her patience in getting this issue resolved
 - Finnegan requested a debit card policy stating limits/signatories/type of purchases on this account. Director will provide a draft based on research of other library.
- Motion made/seconded by B. Gurney/M. Hulslander to authorize Treasurer to open a Public Library checking account and to request a debit card for that account, with Director, Treasurer and Board Chair as signatories. **Motion passed.**
- Warrant articles (in report) have changed substantially since last presented to the Board, and balance of funds needed can not be taken from unassigned funds. First warrant article addresses chimney repairs and repair of rot/damage in front entrance vestibule; second article addresses a limited version of the HVAC upgrade for the downstairs only. B. Gurney reports that Select Board voted to support both articles last night.
 - Finnegan plans to step down as Treasurer this spring. Trustees can engage a non-trustee bookkeeper, but not Treasurer. Finnegan asked other Trustees to consider taking on Treasurer role. Finnegan will meet with former Treasurer Gurney and make a recommendation at next meeting as to how to fill his shoes with banking, presenting budget, record-keeping, etc. N. Cayford will investigate use of 3rd party for role of Treasurer. Sprague and Gurney will meet and come up with a Treasurer list of monthly activities. This can be used for recruiting Trustee or third party.

Buildings & Grounds Report (attached) – N. Cayford

- Will meet with Monadnock Security tomorrow to get proposal for exterior security camera
- Appraisal of art – Cayford estimates that \$1000 needed for appraisals of 7 pieces of artwork. Could potentially use funds raised for restoration. Next meeting will try to have firm prices for appraisals, insurance, and cameras.

- B. Gurney pointed out that the Town has a warrant article this year to acquire security cameras for some town departments, and that we should find out where we are on the list for future installations.

Motion made/seconded by J. Finnegan/B. Gurney to enter non-public meeting for the purpose of discussing Trustee feedback for Director's Annual Review. **Motion passed.**

Motion was made/seconded by B. Haire/B. Gurney to leave nonpublic session and return to public session. **Motion passed.**

Motion was made/seconded by J. Finnegan/B. Haire to seal the minutes from the nonpublic meeting. **Motion passed.**

Motion made/seconded by J. Finnegan/B. Haire to adjourn at 8:06 p.m.

Next meeting will be on Wednesday, March 8, 2023 at 5:00 p.m.

Action items:

- 1) Trustee needed to attend Budget hearing scheduled for 2/14 at 7:30 p.m.
- 2) Research NH RSA laws regarding volunteers to understand limits on what Trustees can do as volunteers – who is doing this?
- 3) Trustee Monthly Activities- Sprague and Gurney
- 4) Draft of new Trustee Orientation process – Sprague and Cayford for next meeting.
- 5) Operating Expenses checking account with debit card and approved signatories to be opened by J. Finnegan
- 6) Director will draft a credit card policy for review and approval by Trustees
- 7) Investigate options for engaging a (non-Trustee) third party as Treasurer – N. Cayford for next meeting.
- 8) Obtain firm prices for art appraisals, insurance premiums for art, and exterior security cameras – N. Cayford for next meeting
- 9) Determine timeframe for Town to acquire security cameras for Library buildings – N. Cayford?
- 10) Name tags or signs for staff- Rachael