**DUBLIN PUBLIC LIBRARY TRUSTEES**

**Meeting March 8, 2023 - Minutes (FINAL)**

Meeting called to order at 5:10 p.m.

**Attending:** C. Sprague (Chair ProTem), R. Lovett, (Director), M. Hulslander, N. Cayford , B. Haire, K. Nichols (alternate), L. Abram (alternate), B. Gurney, N. McMullen (Guest)

**Attending via Zoom:** S. Luxmoore (Guest)

**Absent**: J. Rizzo, J. Finnegan

**Minutes: (prepared by B. Haire)**

Amendments to the Feb 8th meeting minutes offered: None

Motion made by N. Cayford, seconded by B. Gurney to accept the minutes. **Motion passed.**

**Announcements:**

Welcome & Introductions to guest N. McMullen and S. Luxmore -potential Library Alternates. (CS)

\*Treasurer

As announced last month, Treasurer will be stepping down, and for anyone considering the position, the work of the Treasurer takes approx. 2hrs per month, with support/guidance offered by previous Treasurers: B Gurney and J. Finnegan. Preparation of the annual Town Budget begins in Sept working with the Director with input from Chair and Trustees. (CS)

\*Personnel

Following discussion there will be a new position created with responsibility for Personnel. This will be discussed further at next Trustee meeting.(CS)

\*Plan a social event?

Suggestion made to hold a social get together if enough Trustees are interested. Discussion where to hold this gathering: Library, DubHub, offsite? (CS) Timing - suggested date May. (KN)

\*Building maintenance discussion

Planning underway to set date for meeting with Select Board members C. Raymond and C. Munroe with ref to working together and MOU. Possibly a specific meeting extra to a regular monthly Trustee meeting to allow sufficient time to for discussion. (CS) Suggestion to include an outside library expert in area of creation of MOU’s. (MH)(NC)

\*Director Evaluation update

All evaluation of Library Director annual job review undertaken and complete. N. Cayford, J. Rizzo and J. Finnegan to meet with Director R. Lovett on date tbd probably after Town Meeting.

S. Luxmore joined meeting via zoom at 5.25pm

Recognition of B. Gurney

Chair Chris Sprague on behalf of Trustees thanked Bill for his service to the Library as Trustee and especially as Treasurer. The Trustees have relied upon Bill’s advice and guidance over the years and Chris presented a gift as token of thanks and appreciation. Motion to present gift made by M. Hulslander and seconded by N. Cayford. **Motion passed.**

**Standing Committee Reports**

**Director’s Report (report attached) – Rachael Lovett**

\*Severe weather disrupted several Library Programs which had to be cancelled or postponed. For example, the rescheduled Meet the Candidates will take place Sat 11th March. Please plan on attending and bringing refreshment to this event.

\*Library attendance figures up for overall attendance, especially young people, teens but less adult attendance. However, the upcoming Needle Felting already has 12 adults registered for the Program.

The Director will add total number of Cardholder visits to the Library to the dashboard for next month.

\*Vote to accept Gifts to the Library of NH Charitable Donation check for $1950.00

Original Library Chair service and repair - Anonymous donation.

Motion to accept gifts made by N. Cayford seconded by M. Hulslander. **Motion passed.**

\*New collaboration established between M. Lasky (Dub Hub Program Coordinator), May Clark (Dub Hub Board), Town Rec Dept, and R. Lovett (DPL Director). This will establish shared calendars, avoid duplication and show support for all community programming.

As extension of this developing collaboration, Library Director will offer books to be loaned as outreach to the community, in the community center once per week.

\*Custodian position still open

Discussion around benefits of individual Custodian position or hiring cleaning company as a vendor. Director prefers to hire applicant from KSC to Custodian position for $15/hr for 7hrs per week. Motion to hire applicant to Custodian position for $15hr for 7hrs per week made by N. Cayford. Seconded by K. Nichols. **Motion passed.**

\*Meeting with DPL Friends planned to discuss ways of working together on Programs and to define roles and interests in the spirit of closer collaboration.

\*Discussion of the Credit Card Policy document held over till next meeting. Trustees please read & review beforehand.

\*Discussion of sharing Staffing schedules as part of new dashboard info to be regular part of Director report.(CS)

**Treasurer’s Report (report attached) – J. Finnegan**

Interest rate for CD at M&T Bank reported as quite low in comparison with other offers. (KN)

Chris to contact James to secure best return on interest rates as financial conditions fluctuate. (CS)

**Buildings & Grounds Report (report attached) – N. Cayford**

The Library has switched electricians to use KA Electric of Peterborough.

Changing the lighting in Library to LED bulbs will make significant savings to energy costs.

Security Cameras

Town is planning to install security cameras at entrance to parking lot, Library front entrance and lower library entrance. This means Library will not need to go ahead with security system install but will need one interior camera in lower Programs Room to cover a blind spot.

Discussion of this requirement will continue in next month meeting.

Art Appraisal for Insurance

In order to get adequate insurance for Library art collection, appraisals are required by the insurance company. Propose using Art Restoration Fund to cover the cost. Discussion of whether it is feasible to use money donors earmarked for art restoration on cost of art appraisal.

Motion to hire Appraiser Tannye Wold from Cape Neddick, Maine to come and appraise the DPL art collection. Cost $30/hr travel plus $1000 fee for the work total $1200 proposed by Linda Abram and seconded by B. Gurney**. Motion passed.**

Planning celebration event in August for the 60 Art Restoration Donors. More info to come at next meeting.

Plan to re frame art piece ‘Yarrow’ cost to be covered by Art Restoration fund.

Air Conditioning

Appeal for air conditioning solution for upstairs Library area following several days discomfort for staff last year. Discussion of HVAC plan that covers humidity but not air conditioning. Appeal for window units. This topic will be re visited at April meeting.

**Personnel (new)**

This topic was covered in announcements (CS)

**Friends of Library Feb 2023 Report – Bess Haire**

Friends raised $4,045 from 66 donors in their Annual Appeal. Feb 2023 Funds total $14,046.51

Friends Board wish to expand number of members, so will begin a recruitment drive. Currently there are 4 members on the DPL Friends board.

Discussion around Library Programming now that Library has Programs Budget and Friends have Programs Budget. Friends wish to make more distinction, acknowledge contributors perhaps with a special coffee event?

Future possible Programs could include revival of a special local author series.

Meet the Candidates March 4th- planning refreshments, coffee, set up & clean up.

Rec Dept and Library to co-ordinate Easter Egg activities.

P. Gammons to collect trash from Library this Weds.

D. Garner and Friends sponsoring Astronomy Program offered by regional Amateur Astronomers group, for Fri April 28th meeting at the Library before walking down to the ball field. Cloudy weather alternate date Thurs May 11th.

Since last meeting: Trustees and Friends to plan joint event for discussion of how we will work together. R. Gammons suggested Dublin Inn as possible venue.

Next meeting Tues March 14th 5pm at Library and via Zoom.

**Action items from previous meeting**

Nametags on the way.

Ways in which the DPL can use volunteers (JR) Need for background checks (BG).

Topic of volunteers will be further discussed at next meeting.

New orientation for Trustees

Two manuals- one for DPL and one available online at NHLTA.org plus resources.

All DPL Policies are available online as established in 2022. (NC)

9th May 2023 NHLTA Annual Conference Library/Town will cover registration cost $60. (NC).

**New Business:**

Suggestion for newly appointed Trustees: a tour of the Library. (KN)

R. Lovett will clear area in front of electrical equipment in Library basement and place yellow tape as boundary for safety. (KN)

**Ad Hoc Committee on Town Relations**

**Motion** to adjourn made by N. Cayford and seconded by K .Nichols at 7:02pm

**Next meeting will be on Wednesday, April 12, 2023 at 5:00 p.m.**

**Action items for April meeting/responsible trustee(s):**