

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting April 12, 2023 - Minutes (DRAFT)
Meeting called to order at 5:10 p.m.

Attending: C. Sprague (Chair), R. Lovett (Director); N. Cayford, J. Rizzo, B. Haire, K. Nichols , L. Abram, M. Hulslander, J. Finnegan; Sophie Luxmoore (alternate); **Guest:** Joan Rowett

Announcements:

- Noted that roster of Board Members, Officers and Alternates needs to be sent to Select Board and to State of NH.
- Welcomed two recently elected Trustees Linda Abram and Kathy Nichols. New Trustees encouraged to get a tour of the Library.

Board Package: Agenda, Trustee On-Boarding with links, Better Together Initiatives with volunteer detail, Trustee information list.

CY 2023 Board Leadership:

It was proposed to nominate a slate of officers and vote on the slate as a whole. After discussion, it was moved/seconded by J. Finnegan/M. Hulslander to consider each nominated officer individually allowing for discussion of each nomination. **Motion passed.**

J. Rizzo/K. Nichols moved and seconded nomination of C. Sprague for Chair. Sprague made a statement and answered questions from Trustees, then left room and discussion followed. **Motion passed.**

K. Nichols/N. Cayford moved and seconded nomination of J. Finnegan as Interim Treasurer through end of June, at which time K. Nichols expressed willingness to take on role of Treasurer when Finnegan steps down as Trustee in June. He left the room and discussion followed. **Motion passed.**

N. Cayford/L. Abrams moved/seconded nomination of J. Rizzo for Secretary. **Motion passed.**

N. Cayford/C. Sprague nominated L. Abrams for Vice-Chair. **Motion passed.**

Standing Committee Heads – Standing Committees should be established for Buildings & Grounds, Personnel, Goals & Objectives per our bylaws. N. Cayford is investigating whether a non-Trustee can be on a standing committee. Personnel Committee should not include non-Trustee because of confidentiality issues.

Newly established Personnel Committee should prioritize updating the employee review process, assessing staffing needs, and clarifying the hiring process for custodian. L. Abram agreed to chair the Personnel Committee with input from K. Nichols, and J. Rizzo expressed interest in serving on Personnel Committee.

M. Hulslander expressed interest in being part of the Budget and Finance Standing Committee, which is chaired by the Treasurer.

Buildings & Grounds has two in-process projects (art restoration and lighting) that should be wrapped up by August, when current Buildings & Grounds chair N. Cayford announced she plans to step down as a Trustee. K. Nichols will be on Buildings & Grounds Standing Committee with Nancy. This committee is tasked with oversight of two warrant-funded projects from the 2023 Town Meeting.

Goals & Objectives – C. Sprague and B. Haire will continue the work of the Goals & Objectives Standing Committee.

J. Rizzo/B. Haire moved and seconded the nomination of Sophie Luxmoore as Alternate Trustee. **Motion passed.**

N. Cayford suggested Ian Aldrich as a potential Alternate Trustee. He will attend the May 2023 meeting.

Main Meeting

Minutes:

Motion made/seconded by J. Finnegan/N. Cayford to accept the minutes of the March 2023 meeting with the following amendments: Under Announcements - *Treasurer...."Preparation of the annual Town Budget begins in Sept. with the Director with input from Chair and Trustees; correction of spelling of Sophie Luxmoore's name. **Motion passed.**

Standing Committee Reports:

Director's Report (attached) – Rachael Lovett

Gifts - Dave Dewitt donated 30 3D Easter Eggs, and DubHub donated standing room dividers. K. Nichols/B. Haire moved and seconded to accept gifts. **Motion passed.**

Easter programs with DubHub and Rec Dept was huge success – well over 100 attendees. NH Keene Scene Instagram group posted the event, and many people came as a result (noted this is a good outlet for publicity of other events).

Friends of Dublin Public Library are hosting a star-gazing program on 4/26/23, and have requested a Trustee volunteer to help with the event as Library Director will not be available. B. Haire volunteered to do it.

Custodian – Library is now paying Nina Fish for bi-weekly cleaning at a cost of \$360/month. Director wants the Personnel Committee to take the lead on hiring a permanent custodian. Director will place ad in Advocate in May issue. Kate Fuller confirmed that we can use the funds

budgeted for custodian salary to cover this contracting expense in the meantime. Jan Roberts was also suggested as another person looking to do cleaning.

Peer Review data – Director provided data from 2021 comparing various operational statistics with 7 similar area libraries. Director will work with Trustees to analyze and interpret the data. It was noted that 2021 data is not typical, as libraries were still largely closed by the pandemic.

HR Update (attached) – J. Rizzo

Board action items and Director's 2023 goals from Library Director's performance review process was reviewed.

Treasurer's Report (attached) – J. Finnegan

Getting a debit card for the Director is still in process, owing to delays on bank side. We have CDs rolling over next month, J. Finnegan is investigating the restricted status of one or more of these funds. C. Sprague (Chair) needs to be made a signatory to all accounts. M. Hulslander asked why we're using Wilmington Advisors at M&T. This will be discussed at a future meeting.

Buildings & Grounds Report (attached) – N. Cayford

Art Restoration project is coming to a close.

Lighting work is underway. Received quote from KA Electric to install LED/fluorescent lighting in reading rooms and mechanical room, and retrofit lighting over circulation desk, at an overall cost of \$3400. This investment will reduce electricity costs 50% in the old part of library, and 25% in the newer addition. By next meeting we will have full quote, and can vote on the expenditure. Nancy will instruct KAE to continue looking for bulbs to fit non-standard fixtures.

Director Lovett will ask for Dublin School volunteers to help remove tarps outside on gardens, so that FDPL does not need to hire contractor to do it.

Warrant articles were approved at town meeting – Bid process needs to be initiated for both projects, starting with a scope of work that contractors can prepare bids from.

Goals & Objectives – C. Sprague and B. Haire have itemized specific trustee initiatives requiring volunteers in support of mid-year budgeting process. These included: library peer NHLTA analysis, technology audit. The findings will provide direct input to the 2024 planning and budgeting.

James Finnegan, Treasurer, excused himself and left the meeting prior to meeting being adjourned.

Motion made/seconded by L. Abram/N. Cayford to adjourn at 7:32 p.m.

Next meeting will be on Wednesday, May 10, 2023 at 5:00 p.m.

Action items:

- 1) Send roster of Trustees, Officers, Alternate to Select Board and to State of NH – C.

Sprague

- 2) Alternate Sophie Luxmoore needs to be sworn in by Town Clerk – S. Luxmoore, M. Hulslander
- 3) New Personnel Committee should meet and organize for priority tasks, including search process for custodian – L. Abram, J. Rizzo, K. Nichols
- 4) Complete the steps necessary to get Director her debit card – J. Finnegan
- 5) Put Board Chair Sprague's name on accounts as signatory – J. Finnegan, C. Sprague
- 6) Get Scope of Work proposals for two warrant-funded projects – N. Cayford
- 7) Get full quote on lighting project, with details to Trustees in advance of vote at next meeting – N. Cayford
- 8) Request volunteers from Dublin School to remove tarps from exterior – R. Lovett