

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting 6/14/2023 - Minutes (FINAL)
Meeting called to order at 5:05 p.m.

Attending: C. Sprague (Chair), N. Cayford, K. Nichols, L. Abram, M. Hulslander, S. Luxmoore (Guest - Pending Alternate), J. Rizzo; J. Finnegan joined meeting at 6:02pm.

Absent: B. Haire, R. Lovett (Director)

Meeting Theme – Working Effectively as a Board

Chris consolidated and shared Board input on ground rules for meetings (attached)

Motion made/seconded by Maureen/Linda that we use this document as ground rules for meetings and operating procedures. Motion passed

Next steps:

- Each standing committee to correct the descriptions of their scope and effort and send them to Chris by June 28th
- Chris will forward NHTLA's checklist of effective board functions, e.g. Fundraising, as part of the July 12th pre-reading package

Minutes:

Motion was made/seconded by Maureen Hulslander/Nancy Cayford that the minutes of the May meeting be accepted as written. **Motion Passed.**

Standing Committee Reports:

Director's Report (report attached) – Rachael Lovett (reviewed by Chris Sprague in Director's absence)

- Democracy program very successful, follow up program planned.
- **Motion to approve and sign debit card policy made/seconded by Nancy Cayford/Maureen Hulslander. Motion passed.** Trustees present signed the policy, which will be attached to meeting documents.
- Children's librarian - Melanie Kalliosaari is resigning as of June 28, 2023. Director is reviewing candidates. Children's programs resume in fall.
- Custodian – Josiah Weekly to take on custodian duties for summer. **Motion made/seconded by Linda Abrams/Nancy Cayford to accept Rachael's recommendation to hire him for the summer. Motion passed.** Linda Abrams will talk to him about his interest in continuing during the school year.
- Program Room – Need to review policy regarding programs/meetings outside of library open hours. Discussion tabled until Rachael is available at meeting.

Treasurer's Report (report attached) – James Finnegan

- James Finnegan is resigning as Trustee at end of June. He will meet with Kathy Nichols and Chris Sprague to make sure all accounts have appropriate signatories by June 23, 2023.
- **James Finnegan/Maureen Hulslander made/seconded motion to appoint Kathy**

Nichols as Treasurer. Motion passed.

- Kathy Nichols would like to ask M&T Bank if we can change reporting cycle dates to better align with our meeting dates so we have current financial information for our meetings.

Buildings & Grounds Report (report attached) – Nancy Cayford

- Nancy Cayford delivered letter to Chair stating she will resign as Trustee at end of June 2023. We will need a new chair of Buildings & Grounds.
- Warrant article for entryway – **Nancy Cayford/Kathy Nichols made/seconded a motion to accept Sterling Abrams' bid of \$14,500 (proposal dated 5/31/2023) to repair rot in the entryway.** Final price for repairs listed in warrant (includes chimney work) cannot exceed \$30,000. Linda Abrams recused herself for this discussion. **Motion passed.**
- Warrant article for Minotaur Air Treatment system for lower level – will discuss the bid from Bergeron at June 28, 2023 special meeting.
- Electric and Air conditioning discussions to be tabled until special meeting on June 28, 2023.

Personnel (report attached) – Linda Abram

- Town administrator proposes that we investigate aligning our personnel policies more closely with the town's policies.
- Our most recent policies (online) are dated March 2022. The printed versions are dated 2020.

Goals & Objectives (report attached) – Chris Sprague

- Schedule a special meeting to address Bldgs & Grounds bids, with a nonpublic session following to discuss personnel matters on June 28, 2023 at 5pm.

Other Business:

Motion made/seconded by Maureen Hulslander/Linda Abram to accept with regret letters of resignation from James Finnegan effective June 14, 2023, and Nancy Cayford effective June 30, 2023. Both are Permanent Trustees; Maureen Hulslander has agreed to serve as Permanent Trustee replacing James Finnegan. Per DPL bylaws, remaining Permanent Trustees will meet to select a Permanent Trustee to replace Nancy Cayford.

Motion to adjourn made/seconded by Nancy Cayford/Linda Abrams. Adjourned at 7:03 pm.

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

Action items:

- Each standing committee to correct the descriptions of their scope and effort and send to Chris by June 28th (Standing committee heads)
- Share NHTLA's checklist of effective board functions (Chris Sprague)
- Discuss possibility of extending new custodian's employment through school year (Linda)

Abram)

- Recruit/interview candidates for Children's Librarian (Rachael Lovett)
- Prepare to review policy for use of program room outside open hours (Rachael Lovett)
- Make sure new Treasurer is signatory on all relevant accounts (Chris Sprague, Kathy Nichols)
- Find out if M&T Bank can change our reporting schedule (Kathy Nichols)
- Post special meeting on June 28, 2023 at 5:00 p.m. (Chris Sprague)- *done*
- *Qualify potential other candidates interested in being library trustees (Chris Sprague) – done*