

DUBLIN PUBLIC LIBRARY TRUSTEES
Meeting 7/12/2023 - Minutes (FINAL)
Meeting called to order at 5:01 p.m.

Attending: C. Sprague (Chair), K. Nichols, L. Abram, M. Hulslander, B. Haire, J. Rizzo, Pam Bator (Guest), Lawrence Graves (Guest)

Absent: R. Lovett (Director), S. Luxmoore (Alternate)

Welcome to guests/Introductions

Director resignation - Received notice from Director at 3:25 pm this afternoon that she is resigning as of 8/31/2023.

Update on Permanent Trustees – Julie reports that N. Cayford and J. Rizzo met after our last Trustee meeting to nominate M. Hulslander as a replacement for J. Finnegan as Permanent Trustee. Mo has accepted this appointment. The decision to appoint Permanent Trustee to replace N. Cayford will be postponed until later in the fall. The bylaws do not specify a timeframe, for making this decision.

Motion to move portrait of Dr. Horace Farnham to main floor entry area made/seconded by K. Nichols/L. Abrams. **Motion passed.**

MOU Discussion – C. Sprague asked the Board to consider an agreement between Town and Library to address responsibilities for maintenance of outside and inside of Library-owned building (Memorandum of Understanding or MOU). Jaffrey Public Library has a verbal MOU; Hancock's single-page MOU was distributed for review. Previous attempt to adopt an MOU for DPL/Town of Dublin was abandoned by both sides. B. Haire agreed to lead this effort, beginning in September. In the meantime, Trustees will begin to develop an inventory of tasks/responsibilities relative to on-going maintenance of building, seeking Director's input before 8/31. Bess suggested we begin by consulting Terry Knowles in September about the nuances of having a Library/Town MOU. If she agrees to work with us, we will provide a package to include deed, abandoned MOU, and a draft Dublin MOU modeled after the Hancock document. Trustees should submit their thoughts on the Hancock document to Bess by September 1.

Air Conditioning for the Main Floor – We have a proposal from Gary Jackson to install second mini-split on main level, for approximately \$12,000. Trustees voted at last meeting to accept \$3000 from the Putnam Fund for this project. Discussion followed of need for this air-conditioning unit, and where the balance of the funding would come from. Jackson could do the work in August. Bess will approach Friends of DPL about their interest in supporting this project. Motion made/seconded by J. Rizzo/B. Haire to move forward on contracting with Gary Jackson to install the mini-split on main floor for not more than \$14,000 and contingent on securing balance of funding, **Motion passed.**

Board Competencies – C. Sprague offered NHTLA document describing specific competencies required for an effective Board of Trustees. Discussion followed about which competencies we currently have,

and which need development. Areas identified for improvement included Right to Know laws, Board operation, advocacy, finance/budget presentation, and onboarding of new Trustees.

At 6:27 Pam Bator and Lawrence Graves left the meeting.

Motion made/seconded by K. Nichols/M. Hulslander. that C. Sprague make recommendation to Select Board to appoint Lawrence Graves and Pam Bator as trustees to fill in existing vacancies. **Motion passed.** C. Sprague will recommend to the Select Board that Pam Bator and Lawrence Graves be appointed as Trustees and will look for guidance as to the terms they will serve.

Minutes:

Motion was made/seconded by M. Hulslander/L. Abram that the minutes of the June 14, 2023 meeting be accepted as written. **Motion Passed.**

Amendment made to minutes of 6/28/23 to reflect that Lawrence Graves left meeting at the end of the public meeting. Motion was made/seconded by Kathy/Bess that the minutes of the June 28, 2023 meeting be accepted as amended. **Motion Passed.**

Standing Committee Reports:

Personnel (report attached) – Linda Abram

Met with Director to review the draft Staff Children at Work and Work from Home policies. Need to do further work to clarify both policies.

Director's Report – No report submitted

Closed library early 7/12/2023 due to staff shortage.

Director recommended Dominique Wheeler be hired as Library Assistant for Children's Services. Motion made/seconded by K. Nichols/L. Abrams to approve Director's recommendation. **Motion passed.**

Treasurer's Report (report attached) – Kathy Nichols

\$700 bill received via N. Cayford for repairs to gutters

Buildings & Grounds Report (report attached) – Chris Sprague

Goals & Objectives (report attached) – Chris Sprague

Friends update – Bess

\$669 from 42 people at book sale. Wendy White is resigning from Board, and Ruthie Gammons is stepping down as President in October. Ice Cream Social on 7/28.

Other Business:

Need from Director before 8/31/2023

- Budget discussion with K. Nichols and M. Hulslander for 2023 and 2024.
- Dashboard summary – YTD summary for specified items to use with budget presentation

- Exit interview with C. Sprague and L. Abram
- Reassure remaining staff that we're working on a plan and will support them.

Establish a search committee for Library Director to include Trustees, Friends, and community member
Let Friends know right away about Director's resignation (B. Haire)

Motion to adjourn made/seconded by M. Hulslander/L. Abram Adjourned at 7:06 pm.

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