

**DUBLIN PUBLIC LIBRARY TRUSTEES Meeting**  
**12/13/2023 - Minutes (DRAFT)**

Meeting called to order at 5:05 p.m.

**Attending:** C. Sprague (Chair), K. Nichols, B. Haire, L. Abram, J. Rizzo, L. Graves. On Zoom: M. Hulslander, V. Volkersz (Circulation Librarian), Karen Madigan (incoming Library Director), Charlie O’Riordan (guest), D. Garner (Friends of Library, guest) **Absent:** P. Bator, S. Luxmoore

**Opening Message:** C. Sprague expressed gratitude for progress made in last 3-6 months, especially for the new staff, and all the work done to recover and optimize the library’s technology. Have postponed our year-end celebration to our January meeting, due to multiple illnesses.

**Minutes:** K. Nichols/L. Graves moved/seconded to accept minutes from Trustees meeting minutes from Trustees non-public meeting on 11/08/23. **Motion passed.** L. Graves/K. Nichols moved/seconded to accept minutes from special Trustees meeting on 11/18/23, and non-public meeting on 11/18/23. **Motion passed.**

**Focus:** Year in Review and Year-End Priorities (report attached)

Goals & Objectives:

- Trustees and V. Volkersz learned Biblionix, MailChimp, Weebly, ILL, and more to continue operations
- Search committee identified/recommended Circulation Librarian, three Library Assts, Library Director, and all were hired by Trustees.
- Professional skills added to Board: Building & Grounds, Finance, Goals & Objectives
- Jaffrey Consortium explored – possible partnership in future
- V. Volkersz will turn over outbound communications to Director

Buildings & Grounds:

- HVAC renovation – last piece of Auxiliary heating/Dehumidifier project to be done next week, project complete. Air conditioning units allow us to be a emergency cooling center for the town in the event of extreme weather.
- Technology – computers optimized for speed, reset to clean start daily, still need to rationalize power cords to eliminate fire hazard, new router and hub, streamlined interface with fiber optics, increased capacity up to 600 simultaneous devices in building/parking lot. Isolated the guest network for patrons, with ability to put controls on use. For future discussion: how to configure these permissions.
- Still need to address Director computer (approx. \$1300), and one Apple computer for patron use (approx. \$1500), additional printer (approx. \$400), and a flatbed scanner (approx. \$400).
- Warrant article 9 (basement air treatment) work completed with Minotair installation

- Warrant article 8 work completed (vestibule rot remediation) with Sterling Abram.

#### Personnel :

- First 3 months – resignation of Director, and transition planning; followed by resignation of three library assistants
- Created volunteer program to enable Library to remain open with shortage of staff, and about 24 volunteers responded. Volunteers were trained, and volunteer program will be turned over to Director
- Library open hours were cut temporarily, and decisions will be made to increase open hours in 2024.
- New custodian hired and working out well.
- In 2024 will address alignment of our personnel policies with town personnel policies.

#### Finance:

- Transition from previous Trustee treasurer coincided with new ownership of our bank – established new signatories for our accounts, aligned bank statement dates with our needs for meeting reporting
- Resolution of bills left unpaid by previous Director; established communications with vendors
- Budget process with town went well, just a few questions to resolve
- Payroll process with Town clarified
- Significant funds remaining this year due to staff resignations; Finance committee requested list of needed purchases/services to finish the year.

#### Programs:

- Without staff, had to stop the after-school program, but look forward to restarting in 2024.
- Gave community groups access to the Library with a key – with several groups reserving, more people using the library when it is closed than when open
- Created community calendar for booking Program room, will post on website
- Newsletter to communicate programs will restart soon
- Outline of proposed programming has been turned over to the new staff
- Want to communicate monthly themes to coordinate with other community organizations

Circulation Director – has been in detailed conversation with K. Madigan and staff already, report attached.

K. Madigan – excited to begin, lots of ideas for adult programming, grateful for what Volkert and trustees have done to keep things together. Ready to begin Monday, December 18, 2024.

#### Discussion of 2024 Library Hours:

- Reviewed open hours of Hancock, Marlborough, Dublin
- Reviewed feedback received on hours in online survey

- B. Haire suggested a pilot period for new open hours, with feedback from public during the pilot
- Must take staff availability into consideration
- Director and Circulation Director to make recommendation for winter hours beginning 1/1/2024. Can add occasional longer hours for specific purposes/events. They will work within currently budgeted for 34 director hours and 26 assistant hours.

L. Graves/M. Hulslander moved/seconded that Trustees authorize purchase of one iMac computer (\$1500), Director computer (\$1200), flatbed scanner (\$400), and printer (\$400). Discussion: Director computer is top priority. Flatbed scanner needed by patrons for common use of copying from a book; iMac will serve needs of Apple users among patrons; printer needed as current color printer is not “enterprise quality.” There are currently 3 printers in the building, one not in use, none have ability to copy from a book. C. Sprague observed that these are all part of strategic goal of offering “the best patron experience.” **Motion passed.**

C. Sprague reviewed the article for January Advocate Trustees Corner.

L. Abram/L. Graves moved to adjourn the meeting at 7:01 pm.

**Next meeting Wednesday 1/10/23 at 5:00 p.m.**

**Next steps:**

- 1) Provide list of year-end purchases to K. Nichols (all committee heads)
- 2) Purchase computers, scanner, and printer as discussed/authorized (L. Graves)
- 3) Make recommendation of open hours for January 2024 (K. Madigan and V. Volkersz)
- 4) Begin review of Library personnel policies to align with Town (L. Abram and J. Rizzo)