

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM June 10, 2020

Attending: Meeting held by Zoom. C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, D. Flynn, S. Gillette, B. Walker, M. Smith (alternate), B. Gurney(alternate), R. Lovett (Director), Guest: M. Page (FDPL).

Absent: J. Holmes, A. Davis(alternate).

Meeting called to order via zoom by C. Snitko at 7:07 PM.

Minutes of regular trustee meeting by zoom May 13, 2020 by R. Lovett: addition of B. Gurney and M. Smith to those attending. Motion to accept with additions: C. Cerroni; seconded by N. Cayford.

Minutes of Special Meeting by zoom May 27, 2020 by G. Bartlett: Motion to accept by C. Cerroni; seconded by N. Cayford.

Gifts: Signed edition of Dublin Days history book written by H. Allison. Motion to accept: N. Cayford; seconded by D. Flynn. Rachael inquired about sending thank you cards to those donating gifts. Bill Gurney volunteered to do so; Rachael will send him a blank template.

Director's Report: Apollo is up! Curbside pickups have started. Everything can be done online or the library can be called. M. Smith found an ISBN file and transferred the collection quickly to Apollo. The next Advocate will reiterate the curbside pickup availability. Rachael inquired where to post information (other than the website and Facebook) and the General Store and Carr's Store were suggested. The sandwich board that can be placed near front sidewalk might be available for our use. It is owned by the Friends and Meg will check with them at their next meeting. Richard could set it up on Friday. Possible to put a notice in the Shopper News. Rachael is accepting returning materials now. May be left in lower entrance special box during Monday and Wednesday curbside hours of 10-1 or left any time in drop off box at front entrance. All materials are quarantined for 3-4 days before being wiped down and recirculated. To open an account and get a temporary library card one goes to the website or accesses the website via Facebook.

Financial Report of 06/04 was emailed to trustees by B. Goodwin. It will probably take a month more before the account can be switched to Bill Gurney as B. Goodwin is quarantined in his residence complex. He will pay bills until it can be switched. As of the end of May we had 68% of our town budget remaining. Celeste will arrange for Bill Gurney to get the bank statements.

Building and Grounds: Nancy reported that she has moved Richard's shovels as the salt is corroding the woodwork. Rachael will tell him. While Anthony was doing the foam insulation, he noticed the boiler was running frequently. The furnace was checked in March but Nancy will call Pinney to see if the thermostat should be checked and why the boiler is coming on so often. The storage room was not included in the painting; Nancy checked with Mike Borden and we do need to cover it either with wallboard or paint. Celeste requested that Nancy check with Tom Vanderbilt. Roof: Nancy has not heard yet from Brooks about a start date.

NHLTA held a zoom meeting for best practice for reopening; Celeste attended. The state is not going to tell libraries when to open; it's up to the trustees. To reopen safely each employee should have a health screening. When the library is open employees have a daily temperature check and answer questions. Director keeps this information in a locked file. Money from the care package was given to the state and some of it was used to purchase the software Read? which provides help with summer reading programs at each library. Also a combo of hand sanitizer and cleaner; a gallon for each of the 234 libraries was obtained. Craft kits for kids are part of the program. Rachael may establish a benchmark for books read with possibly a small prize when achieved. 120 kids logged in when Rebecca read a book; 90 kids the second time.

Hiring staff; Rachael will write up a job description and will send to Celeste; hard to do until we know the hours. Also phases can change and go back down. Dorsey asked if volunteers or high school kids at minimum wage could help with curbside pickup. Bethe noted that volunteers cannot do work that an employee would do. Celeste agreed it would be better to hire someone. Employees are being asked to come in now: Mary trying to come in when she feels well. As of June 15th the stay at home order ends and employees asked to come in are paid just for hours worked; can be online work such as reading a story. Bethe asked what the rule was for paying someone who can't work all their hours. Mary is currently a 13 hour/week employee. Rachael will check. Curbside pickup is Monday and Wednesday from 10-1 for now. May add Tuesday evenings. We are not open for meetings at least through July. When we do open Hill Top group is fine with coming at an earlier time. Groups of 10 or less are the only ones that can meet now.

Dorsey reported the MOU Committee composed of herself, Nancy, Bethe and Gail have been reviewing MOU's and expect to have a draft for members by July meeting. Draft will be sent to trustees.

Meg reported that the FDPL will probably not

do the ice cream social as it is too big of a group.

Motion to adjourn meeting by C. Cerroni; seconded by B. Gurney. Meeting adjourned at 8:12 PM.

Next meeting via Zoom is July 8, 2020 at 7PM.

Respectfully submitted,

Gail Bartlett, Secretary