

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM March 11, 2020

Attending: C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, B. Goodwin, S. Haldane (Interim Director), J. Holmes, B. Walker, M. Smith (alternate), J. Brenning (FDPL board member.)

Absent: D. Flynn, A. Davis (alternate).

Prior to the start of the business meeting Celeste welcomed Rachael Lovett, the new DPL Director who will begin work on March 30, 2020. Staff members Mary, Gail, and Rebecca as well as trustees and June Brenning FDPL board member were introduced. Rachael gave a short description of her background education and experience, and answered questions from the staff. A photo and an article has been sent to the Advocate for the April issue. Rachael will also meet with staff to discuss possible changes in the library hours. A short informal gathering was then held with refreshments provided by Nancy and Suzanne.

Business meeting called to order by C. Snitko at 7:25PM.

Announcements: Celeste received a letter of resignation from Marsha Whitney on March 5th. Her last day of work will be March 30th. Rachael will be involved in hiring a replacement, who will also be available for per diem work.

February 2020 Secretary Minutes: amended for a spelling typo of Nancy and a change in treasurer's report: \$8000 not \$11,000 was moved from People's Securities. Motion to accept amended minutes by B. Goodwin; seconded by N. Cayford. So moved.

Gifts: Thanks to Charlie Champagne: book, Nancy Cayford: Legos for pre-K and magazine; Pam Cox: enormous Teddy Bear (now a friend of Bananas the giant monkey); Cindy Copeland (author) her graphic novel; Suzan Gillette: 3 books; Donna Garner: a book by Elizabeth Pool; Dorsey Flynn: 4 novels. Motion to accept gifts by J. Holmes; seconded by B. Goodwin. So moved.

Director's Report: 8 new patrons have registered. Automation: the patron database is being built. Decision about how records should be loaded into Apollo needs to be made. COVID-19 precautions discussed: air circulation and cleaning for morning and evening are being done. A copy of Jaffrey library pandemic policy distributed. Programs: 50 attendees for the Dessert with Authors. Thanks to trustees and staff for donating desserts. Tech Guru program attended by a small group. Pending programs: Ancestry and Ancestry DNA; March 26th with Chris Gallagher. Crate a Zine magazine March 28 w/ Josh Dannin.

Financial report: B. Goodwin presented the report effective February 29, 2020. Checking account balance: \$3,614.96. Savings Account balance: \$5,282.45. People's Securities lost \$5,062.43. Balance is \$95,176.04. No town budget figures yet.

COVID-19. Suzanne reviewed what is being done. Suggestions made that book covers be wiped, and have Richard sanitize the bathroom and kitchen and clean the lower meeting room doors. Gail suggested trustees read the policy suggestions listed on the American Library Association web site.

DPL wifi is available to patrons. DPL Guest with password of dublin1234.

New Business: Policy committee of Jane, Bethe, Connie and Celeste met on February 26th and reviewed and revised the Personnel Policy Manual. Policies and revisions reviewed with the board by Celeste. On background check policy "paid for by the town" was added to the last statement per NHTLA guidelines. The Letter of Appointment for the Director also reviewed. Motion Made to accept January 2020 personnel changes as presented and amended by C. Cerroni; seconded by N. Cayford. So moved.

Director updates: reference checks were completed by March 5, 2020; background check completed February 27, 2020. All references were glowing! Orientation plans for Rachael discussed; motion made by N. Cayford; seconded by B. Goodwin that Suzanne, our interim director will work to orient Rachael during her first week of employment; not to exceed 27 hours. So moved. Suzanne has also created an orientation manual for the director. Celeste will meet with Rachael on March 30th to review time cards, her letter of appointment and personnel policies.

Celeste requested that Suzanne also work Monday April 6th, the first Monday Marsha is not working. Possibility of changing Monday hours to daytime hours for the short term.

Other business: Nancy and our new trustee Suzan Gillette will be sworn in Saturday. Bill, outgoing trustee and treasurer will meet with whichever trustee becomes treasurer.

Unfinished business deferred until April meeting after Town Meeting held.

Motion to Adjourn by N Cayford; seconded by J. Holmes. Meeting adjourned at 8:22 PM.

Next Meeting: April 8, 2020 at 7:00 PM

Respectfully submitted,

Gail Bartlett, Secretary