

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM February 12, 2020

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

Absent: B. Walker, A. Davis (alternate).

Announcements: Town Candidates, Meet and Greet will be held Saturday, March 7<sup>th</sup> at 10AM at DPL. On the same date Joel Clark will demonstrate his new Moby Dick game in the lower meeting room.

New Business: Celeste announced that a special closed Trustee Meeting was held January 29, 2020 and the hiring of a new Library Director was approved. Rachel Lovett did accept and will start on March 30, 2020. Her hiring is contingent on a background check and references. As she will need a higher salary amount, she will work 34 hours per week. This was approved by the selectmen and budget committee. We are open 27 hours a week; this will give her 7 additional hours for administrative work. This will require an additional \$5000 in salary. The town will add \$1200; the other \$4000 was withdrawn from other budget items by Celeste. N. Cayford suggested that in the future, if budget adjustments need to be made, that the Treasurer and Director be consulted. Current decision was made due to short time frame.

Page four of library Personnel Policies reviewed with changes suggested by the policy committee. This includes Introductory Status, Status of Employees, and Immigration Requirement.

Bill has forwarded digital copies of personnel policies to Connie and Jane so that they may edit them electronically.

NHLTA site suggests that libraries use town Policies and adapt those for the library. The NHLTA has resources online to help trustees. The library director position is not an at will employee so we have to have a contract. The letter of appointment will be our contract. This letter was reviewed by the board. 90 day performance evaluations will be required during the 6 month introductory period. The second appointment could be for a year with an annual renewable contract.

The addition of date of expiration was added as 9/30/2020 to the contract and Bill Goodwin was added to the present list of trustees.

Note: At 7:35 J. Holmes assumed chair duties while C. Snitko attended town budget review meeting.

Pages 7 and 8 of personnel policies given to members for review.

January 2020 Secretary Minutes: amended to clarify procedure of fireplace screen and doors; M. Smith added to absent list for January. Motion to approve minutes as amended by B. Goodwin; seconded by M. Smith.

Gifts: book from Jay McGill-O'Rourke; Wallace Rowe-two mass market paperbacks; Nancy Cayford-Legos(for primary grades), Kathleen and Jonathan Sistare-quality DVDs, children's books, and a few adult books.

A thank you card signed by staff was sent to the Sistares. Motion to accept gifts by B. Goodwin; seconded by D. Flynn. So moved.

Director's Report: Suzanne reported that there is no update on automation.

February programs, all arranged by Suzanne will include Tech Guru Tim Brezovec on February 20<sup>th</sup>, Dessert with Authors on February 25<sup>th</sup>; Local authors will include Sy Montgomery, Howard Mansfield, Liz Thomas, Cynthia Copeland, Tom Hyman, Stacia Tolman. and possibly Ernest Hebert. February 29<sup>th</sup> Stacia Tolman will share thoughts and highlights about her first novel. Friends group will do refreshments for that program. The trustees will do refreshments for the Dessert with Authors. Contact N. Cayford if you can help with refreshments.

Nancy stated that all events are on Facebook and encouraged all trustees to regularly check both Facebook and the library website.

Suzanne thanked Nancy and Bruce Simpson for installing the baby changing station in the downstairs restroom. Thanks also to Mary Edick for planning the Little Woman's Tea held this past week. Sweets, tea and a craft were enjoyed by several patrons. Thanks also to Nancy for her cake from a cook book of that era and to Suzanne for her help.

Financial Report: Bill reported that \$1000 was withdrawn from the savings accounts in small amounts each and deposited into the checking account. \$8,000 was withdrawn from People's Securities and deposited in the checking account to pay for the \$7950 air conditioning system. The balance in checking account is now \$3,564.66. Savings account balance is \$6,281.98. Bill will email an updated report after the mail has been checked for updates. Motion made by D. Flynn, seconded by J. Holmes to pay K.E. Bergeron the invoice of \$7950. So moved.

Buildings and ground report: N. Cayford stated that the A/C unit was installed in 3 stages. Nancy stayed in the library while it was installed. After the third stage was completed the instructions were given to Suzanne and Gail, who was working at the time. The remote is in the office. The system does not heat so the heat should not be running while the A/C system is on. Heating was not included because of our firewalls and because we have a good boiler.

Last Saturday there was a power outage and it was discovered that the present generator hookup does not provide heat in an outage. The library was open but very cold that day.

Roof repairs: Nancy has asked 4 contractors to bid on the work. Discussion of metal versus rubber roof tiles: Mr. Brown, who has done work on the roof in the past, feels we should not do metal due to the angles of the roof that keeps water from flowing off where the old roof meets the new roof. A rubber roof would not have angles, will be smooth so snow and ice would not sit and build up. Bill supports having Mr. Brown come look at the roof due to his past work here and knowledge of the library. Decision will need another month of consideration. Bill has a file on past roof work which he will forward to Nancy.

Nancy has placed a slipcover on the chair in the alcove.

Window shades for the office: Connie reported that Budget Blinds measured the windows and gave an estimate of \$1400 for the 3 windows including installation. Cost is \$816 for downstairs blinds. Board agreed that this is much too expensive. N. Cayford suggested that measurements be taken to Home

Depot and look for shades there that go easily up and down. They could be installed above the window to avoid the metal frame.

Policy Committee; the committee met and found that out of 17 regular policies 4 needed tweaking but would involve director input. The other 13 are okay and just need redating. Trustee policies were last reviewed in 2014; will wait on those for now.

Officers and committees will be decided at April meeting after the elections.

Patron database can be started. Suzanne has cards that she has been adding email addresses to. She is waiting for Matt to progress with automation.

Rachel is willing to come to the March trustee meeting to meet the board. It was suggested that staff be invited to the first part of the meeting to also meet her.

Celeste reported that the selectmen and budget committee are recommending that \$5000 be taken from the capital improvement fund to pay for the mold sealing. However, they did not request that money be added to this fund as replacement nor was that done last year.

Motion to adjourn by N. Cayford; seconded by J. Holmes. Meeting adjourned at 8:35 PM.

Next Meeting: March March 11, 2020 at 7PM.

Respectfully submitted,

Gail Bartlett, Secretary