

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM January 8, 2020

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

Absent: D. Flynn, M. Smith(alternate).

Announcements: Celeste announced the Pot Luck dinner with the Friends has been rescheduled to Friday, February 28<sup>th</sup> at 6 PM. No spouse due to space issue, no ETOH or smoking. Parking is available behind the building. Email Connie soon, regarding attendance.

The propane fireplaces were serviced on December 27<sup>th</sup>; Celeste came in while this was done. The fireplaces need a lot of air to run; keep dampers open and glass doors open with screens on when the fireplaces are on. Close the doors but not the dampers in winter when fireplace off; keep dampers closed in summer to prevent animal entry although it is believed the chimneys are screened.

December minutes: minor corrections made. Motion to approve minutes with corrections by B. Goodwin; seconded by N. Cayford.

Gifts: 7 DVD's, 1905 photo of the library donated by Hal Grant, a wreath, pointsetta plants and an amaryllis bulb were financed by the FDPL. Nancy announced that a gift of 24 new books has been made to the library by Friends of the Oglala Lakota, a Dublin based nonprofit. The total value of the books equals \$560.00. The gift includes mostly nonfiction, but there is also fiction, children's and young adult. The gift is an exciting addition to our American Indian resources. Several of the books were on display for board member to view. 12 other books donated by Sistare, Flynn, and Edick. Motion to accept gifts: C. Cerroni; seconded by A. Davis. So moved.

Director's Report: Suzanne reported that DPL has a new phone greeting. Apollo, the new automation system needs a 2 week trial and will start the week of January 13<sup>th</sup>. May be up to 8 weeks to get it operating completely. On January 16<sup>th</sup> from 6:30-7:30 PM Suzanne will demonstrate the EDSCO data base, which can be remotely accessed and could save collection money by eliminating some magazines that have few or no readers. We expect to add Ancestry. com to our digital collection but it has to be used in the library-there is no remote access to the library edition. Icons need to be added to patron desktop computers for both Apollo and Ancestry.com. Marty possibly to help with this? Both EBSCO and Ancestry web sites need a user name and password but they don't want it given out to general public so they cannot go on the website.

Joel Clark will demonstrate Moby Dick, an adult card game he has created. Demo will be on a Saturday in March.

Library needs: new moms request a baby changing station; will fit in downstairs restroom. B. Goodwin stated funds can come from our building and maintenance fund. 3 shades needed for director office. Will usually be up but could be pulled down if there is an intruder situation. Money can be taken from our account. Need price of shades and then vote by board. C. Cerroni will do this.

Air conditioning: saves the collection and allows patrons to be comfortable when using the library in humid weather; will be discussed later in the meeting.

Financial Report: B. Goodwin distributed copies of the most recent report. Checking account balance as of 12-31-2019 was \$2,579.64. Savings Accounts total balance: \$6,281.71. Balance remaining of town budget is \$9,106. Celeste expects most of this money will be used before the January 16<sup>th</sup> deadline. People's Securities balance is \$108,238.47, and increase this year of \$16,675.58.

Unfinished Business: Replacement of permanent trustee: J. Holmes state that she and Bethe talked and then talked with Bill. Connie Cerroni was chosen as the new permanent trustee. N. Cayford then formally withdrew from being the next permanent trustee as she had previously been asked by Bill and she had accepted at December trustee's meeting.

Policies need to be reviewed as some date back to 2007 for last review. Personnel policies especially need to be reviewed. Celeste proposed that a committee be formed to review bylaws and personnel policies and she would like to be on the committee for personnel policies especially. Jane, Connie, and Bethe agreed to also be on the committee. Alan suggested that personnel policies be looked at first as we are hiring a new director. Celeste suggested looking at town personnel policies as a guideline.

Suzanne stated that there is no electronic record of patrons. She will find out from Apollo how it should be done. Patrons will need to come into library to get a new library card and give updated information. Jay suggested that the announcement could be added to the Friend's mailing.

Gowing Room: Nancy reported that Tim Twitchell worked on December 31<sup>st</sup>. All the wiring was repaired. The old thermostat works and the ceiling radiator was left in place in case of future need. In the upstairs the bulbs and ballasts needed were replaced. The problem of loud humming outside upstairs bathroom still needs to be fixed. Light bulb in vestibule is only 60 watts; Nancy purchased 75 watt LED bulb and will have Richard install it. We may need to replace the fixtures as the old ones have cracks that have been taped. Foam insulation in Gowing Room must be put off until 2020 budget is passed in March. As the condensation in the Gowing room is restarting this is unfortunate. Nancy asked and board agreed that she could book Anthony at Mortite to get on schedule for late March.

Mitsubishi A/C for library: Nancy reviewed the motion made and passed at October 2019 board meeting to install in 2020 a 36,000 BTU system that will cool but not heat as the walls are not conducive for heating. It will reduce humidity for the collection and cool patrons. It will keep the air cleaner and reduce insect infestations that affect books (example silverfish). The cost is approximately \$7900 and will come from People's Securities. We are able to order this on our own as it is not tied to the town budget. Nancy requested to contact Tim Bergeron to get on his schedule. and board agreed. He has to be able to put the unit on the ground. The bulk of the work would be done outdoors and in the basement.

Search Committee: Celeste reported that there are 3 applicants so far for the Director position. Interviews are being scheduled. 2 are local and will be interviewed in person. One is outside the area and will be interviewed on FaceTime. All 3 applicants have some experience. Suzanne inquired if committee were checking FaceBook as employers do that now. The police will also do a background check on any potential employee.

New Business: Connie attended the last FDPL board meeting. The Friends contributed financially a total of \$3034.48 to the library in 2019. This includes \$525 (half the cost of downstairs security video, garden and décor expenses which this fall included a new tarp for the garden (which will last several years), and about \$1500 to purchase books for the library book group. Trustee member to attend next meeting discussed: Nancy volunteered to attend at 6PM on January 9<sup>th</sup>. Decision made to vary attendance, not have a permanent person attend.

March elections: There are two trustee positions open in March. As Connie is now a permanent trustee, her position is open, and Nancy's term is due; she plans to run again. At the April trustees' meeting our officers will be elected and alternates appointed after the town elections are complete.

Motion to adjourn: Motion to adjourn made by A. Davis; seconded by B. Goodwin . So moved; meeting adjourned at 8:25 Pm.

Next Meeting: February 12, 2020 at 7:00 PM

Respectfully Submitted;

Gail Bartlett, Secretary