

DRAFT

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM March 10, 2021

Attending: Meeting held by Zoom due to current COVID-19 restrictions on public meetings. C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, S. Gillette, B. Gurney, J. Rizzo, E. Walker, R. Lovett (Director), M. Smith (alternate), J. Bird (alternate).

Celeste welcomed new trustee J. Rizzo and new alternate trustee J. Bird. They were both sworn in today. Celeste explained the rules of the meeting to raise your hand to speak and that votes taken would be done individually.

Announcements: Celeste stated that the Town Annual Report does not include current information for the list of Trustees. She did send in the information twice. Jane Holmes was still a permanent trustee in December and should have been included in the list.

Minutes of February 10, 2021 were reviewed and correction of adding an e to Monroe were made. Motion to accept as corrected: B. Gurney; seconded by N. Cayford. So moved. Julie and Jerry will receive the minutes with next mailing.

Gifts: No gifts were received.

Director's Report: Rachael reported that Richard discovered a large leak in the boiler room late in the day last Friday. Rachael made attempts to reach several plumbers and was able to have Adrian Pinney come do the repair. He replaced the whole bottom pipe in the tank and we will need more pipes and valves replaced in the future. He looked at the boiler and other pipes going in to the tank. He is due back later this month for boiler cleaning. It was also noted that the motor for the fan is not working. These repairs will be done when he returns. Celeste would like an estimate of the work.

Meet the Candidates went well. 38 attended and masks and social distancing guidelines were followed in the outdoor meeting. Coffee and tea were served and Nancy baked cookies. Two programs are scheduled on April 10 and 17 by zoom and can be switched over to in person if needed. Melanie is planning a program for Easter for kids on the first Saturday in April as we can't do an indoor hunt. Broadband is supposed to be installed this Thursday, into Friday if needed. Kate, the Town Administrator is taking care of that. Celeste stated the cables for that are all underground.

Rachael is applying for some small grants through the ALA ; some will be for the summer reading program. Grants are from \$500-\$3000. She would like to branch out more such as to teens and adults; something that is inclusive that is more than playground attendees. It is not known yet if the playground will be open.

Rachael discussed the possibility of going back to limited in person appointments with cleaning protocols and opening the windows for more air circulation when it is warmer. Gail suggested waiting until at least May when it is warmer and Sue agreed. Julie inquired about state restrictions. 3/31 was the last order by the state. Agreed to wait for April meeting when there will be more guidelines.

Financial Report: No written report has been sent out yet so Bill presented updated report. Savings account balance is \$5308.32. Checking account beginning balance was \$4783.54 and we received two

checks: a check from the NH Charitable Trust and \$4 from sale of books for a total of \$2309 leaving us with a balance of approximately \$7000. No new update from People's Securities End of year value was \$113,142. 5 CD's matured yesterday. We have 10 days to roll them over. Interest is only 0.3%. Total amount is \$8000. If we withdraw money in next 10 days there is no penalty. Nancy wondered about taking two of the CD's out. Bill suggested if we need money in the future to take it from the securities fund. The small amount of interest from the CD's goes into the savings account. Celeste questioned about CD's having designated funds and usage. We have an obligation to use certain funds so they can be tracked and used for the designated purpose. Bill suggested a small committee to look at funds for next March. As part of the Farnham fund was rolled into People's Securities, we would not draw that account below the original \$8000. NH Charitable Trust donation discussed. Gail believes these donations are given to state libraries annually and they may have guidelines for their use. Bill will call and find out more information. In the past they have been deposited into the general savings account. This donation was omitted in error in the Town Report this year.

Buildings and Grounds Report: Nancy is in the process of sending out bids for the ground drainage project. Gordon Services will update their appraisal and make it a bid,;a call was put in to Dave Whitney, and Given is in Florida now but his appraisal last year was a bid. We will have bids in before Town Meeting. If the warrant article is passed then that project can be started. The gutters and conductors if made by the company in Beverly, Mass. will cost about \$10,000 to reproduce. Those will be on hold until we see if we get the grant. A simple letter of intent has been sent in and signed by both Nancy and the Town Administrator. Once this is approved Nancy will write the grant with the help of Sue and Jerry. Kate has also offered to help. There are still wooden gutters under the edge of the slate roof and after discussion, it was decided it might be too complicated to lift the slates and remove them. It is better to go for new copper gutters as it will look better artistically. The grant would be for \$20,000 and if the project beautifies the building as well as makes the drainage system work better, we have a good chance of receiving the grant.

Unfinished business: Celeste got Jane's library trustee manual back and updated it; it will go to Julie. Marty stated that his manual is not complete. Gail suggested that Dorsey may have a manual but she is in Florida until May. Nancy offered to help copy parts for another manual as did Connie. Celeste will pass her updated manual to Connie; Connie will update hers and then make a copy for Jerry.

Celsete stated that Rachael's performance evaluation is due. She will give a draft of the evaluation based on our current job description to Rachael, who will scan it and then send it out to everyone. We will review and then vote to approve it at the next meeting. Each individual trustee may send in a narrative to be included in Rachael's performance appraisal. The narratives will be added to the evaluation with discussion of goals this year rather than a whole review. We will then meet with Rachael and set goals for next year.

Library trustee board positions are usually chosen after town meeting but as that meeting is held later this year, we will elect positons at our April board meeting. Celeste announced that she does not wish to continue another year as chairman. She still will serve one more year on the board. She will set up the zoom meeting for April and then the four positions will be selected. Each of the four officers are elected for one year.

Rachael discussed a recent situation at the library. Postcards had been made for the library as Rachael and Nancy had discussed merchandising. These have been displayed in the entry way and recently a

patron inquired why we are selling them and objected to the saying on one of postcards. Celeste asked that any project be brought to the board and voted on before implementing, and suggested that the postcards be pulled for now especially as a patron objected. Bill stated that expenses and revenue from such a thing needs to be tracked for the auditors. This will be discussed further at the next meeting.

Adding a second alternate to the board was discussed, as we usually have two and Marty is retiring from the board. Will be discussed further at the next meeting. Everyone expressed their appreciation to Marty for all his help and technology assistance over the years.

Motion to adjourn: C. Cerroni; seconded by B. Gurney. Meeting adjourned at 8:20 PM.

Next meeting: April 14, 2021 at 7PM.

Respectfully submitted,

Gail Bartlett, Secretary