

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:06 PM April 14, 2021

Attending: C. Snitko (Chair), G. Bartlett, C. Cerroni, N. Cayford, S. Gillette, B. Gurney, J. Rizzo, E. Walker, R. Lovett (Director), Guest: D. Pierce (FDPL rep.).

Regrets: J.Bird.

Announcements: C. Snitko reminded members that the Spring NHLTA conference will be held on May 12th and 13th. The form is online and each member should fill it out and submit. It will be a virtual conference. Cost is \$25 for members and will be paid from our checking account. Once you have registered, email Bill by the 19th to be included in the check he will mail in by April 23rd.

New Business: As Celeste is feeling ill and cannot attend the remainder of the meeting, election of officers will take place immediately and the new chair will lead the remainder of the meeting. Elections as follows: G. Bartlett nominated Nancy Cayford for chair; seconded by S. Gillette. Voting: yes 8, no 0. Assistant chair: N. Cayford nominated Elizabeth Walker; C. Cerroni seconded. Voting: yes 8, no 0. Treasurer: Celeste Snitko nominated William Gurney; N. Cayford seconded. Voting: yes 8, no 0. Secretary: B. Walker nominated G. Bartlett; C. Cerroni seconded. Voting: yes 8, no 0. In summary: Chair; Nancy Cayford, Assistant chair: Elizabeth Walker, Treasurer: William Gurney, Secretary: Gail Bartlett.

Celeste left the meeting at 7:11PM due to illness. Board members thanked her for her past years serving as chairman. She will remain on the board as a regular member for another year. N. Cayford resumed presiding over the meeting.

Minutes of March 10, 2021 were reviewed; a typo of an extra S was removed from Celeste. Motion to accept as corrected: B. Gurney; seconded by S. Gillette. So moved.

Gifts: Rachael reported that the police department donated an old desk which has been placed downstairs and used for a computer and weeding books. Two wooden bookcases and some books were donated by Elizabeth Langley.

Director's Report: Rachael has been collaborating with the Friends about the book sale. D. Pierce stated that the Friends will do most of the work and Rachael can direct them to books they want. This was worked out in the last Friends' meeting. The sale will be held Saturday, May 22nd from 10 AM- 1PM. There will be a presale Friday the 21st from 5PM-7PM for friends' members only. There is a large collection of gardening books and a section of weeded books of varied types. The Historical Society will have a table and F. Pool will have an album of old gardens. There may be limited Archive open time if the buildings are open again. Dub Hub will have a hot dog lunch (vegan and turkey), and music. The church will have music in the labyrinth. The Garden Club will have a table about native plants and the Conservation Committee will have one about invasive plants. Nancy is working on a display of the gutters we wish to replace. Rachael will have a seed library displayed. Nancy asked Donna about a poster with all the groups mentioned and an article in the advocate. The town hall has extra tables that can be borrowed. Rachael said that there are no other programs planned for May. The library has received a grant for \$3000 from the ALA which will be directed towards the summer reading program and updating the collection.

Rachael discussed the possibility of moving up to the next level of opening the building. The windows can be opened, fans on, cleaning, masks, and patrons may enter by appointments. Discussion followed and it was agreed by all to start the next level on May 1, 2021. Rachael will put it in the Advocate and on the website.

Financial Report: B. Gurney sent monthly report by email to members. Previous checking balance \$4783.54. Deposits of \$2313.3 from NH Charitable Trust and \$4. Misc. New balance: \$7097.01. People's Security balance is \$113,142. No quarterly report yet. No updated report from the town; Bill will forward to Nancy who will email other members. A subcommittee of Celeste, Bill, and Rachael recently met to review the Investment of Trust Funds Policy. The only change was a change of wording on #5- to include an RSA. N. Cayford made a motion and B. Gurney seconded to accept the wording on # 5 which reads: The Board will follow RSA 202-A:4-c III in accepting any gift over \$5000. In brief, this RSA governs the need for a public hearing if any gift is \$5000 or greater. So moved. Bill will follow up with more information on holding a public hearing. Gail believes this can be held as a separate meeting prior to a regular trustee meeting if it is posted in advance.

Buildings and Grounds: Nancy received a bid from Gordon Co. It is \$1700 more than the warrant article request of \$24,000. \$2300 more than the estimate given last fall. The bid from Given last fall was \$50,000 and Dave Whitney was called to see if he would be interested in a bid but he did not respond. Two other contractors from Keene were contacted but they are too busy. The Town has seen Gordon's estimate and liked it. Nancy suggested voting to accept the bid, so that providing the warrant article passes, work could start when we are fitted into his schedule. Bill stated that we cannot vote to accept the bid until after the warrant article is passed. Vote was put on hold.

Nancy received approval to apply for the ARTS Conservation License Plate Grant (under the Moose Plate Grant), for replacing gutters and down spouts. Nancy, Kate Fuller, Jerry, and Sue will work on this. A man from Westmoreland came to look at the project and estimated the cost for material and labor will be \$23,000. If we get the grant, we would still have to raise \$13,000 which Nancy feels is very possible. Sue also saw photos of this man's work and said it is beautiful. Nancy reported that the plywood used during the winter has been removed. The town has fixed the broken railing, Simpson CO. has removed the garden tarps, and Sue and Rachael thanked Gail for putting out spring pansies in the whiskey barrels.

Unfinished Business: Nancy noted that Rachael's performance appraisal has not been done yet. A date of April 28th at 1 PM at the library was chosen as a meeting date and Nancy, Connie, and Sue will meet with Rachael. Anyone else wishing to participate is welcome to join. Nancy asked that comments and suggestions be sent in narrative form by email to her (Nancy).

Fundraising: Nancy communicated with Connie Kerwin from the NHLTA regarding permissible fundraising the library may do. Raffles are treated as gambling and cannot be done. Many other things can be done such as selling small items, a silent auction, soliciting funds and initiating fund raising. Peterboro has both the trustees and Friends group do fundraising; Jaffrey has the Friends only doing fund raising. Records have to be kept of money spent and taken in. Discussion of putting postcards out for sale was held. The cost of making each card was \$1.07 so would like to charge \$2. In addition to raising money, the postcards advocate for the library. Rachael would like to have other merchandise such as tote bags or Tshirts. The money would be kept at the front desk or in the back office. A can will be left out to collect money on an honor system. There was one client complaint about one of the quotes on a postcard. Nancy stated that the ALA said we don't censure writings. Decision made to try

selling them at the book sale for \$2 each and in the entry way of the library and then evaluate. We have 25 of each of the 4 types in stock now. G. Bartlett made a motion that we sell the cards for \$2 and keep records of the sales and expenses. J. Rizzo seconded. So moved.

Director's Job Description; Nancy will email a copy to any one that doesn't have it. Possibility of next trustee meeting in person in May discussed. No decision yet.

Nancy stated that we need a second alternate and asked for suggestions. She has a possibility, a lady who has moved to town and has been a library trustee before. Contact Nancy with any suggestions and we will discuss at May meeting.

Motion to Adjourn: N. Cayford; seconded by S. Gillette. Meeting adjourned at 8:06 PM.

Next meeting: May 12, 2021 at 7:00 PM

Respectfully submitted,

Gail Bartlett, Secretary