

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM August 11, 2021

The meeting was held in the lower level meeting room in person with all wearing masks meeting library requirements.

Attending: N. Cayford (Chair), G. Bartlett, C. Cerroni, J. Rizzo, C. Snitko, E. Walker, R. Lovett (Director) attended by phone.

Guests: James Finnegan, Bess Haire.

Regrets: J. Bird, B. Gurney

Minutes of July 2021: Nancy added correction that Brooks Niemela was called about the roof issue but has not yet responded. Celeste asked if when a motion is passed that the vote be listed as motion accepted instead of so moved. If the vote is not unanimous she asked that the actual numbers be noted. Motion to accept minutes as corrected: C. Cerroni; seconded by N. Cayford. Motion accepted.

Nancy stated that Brooks has responded to her call but she is not sure if he has looked at the roof as she wasn't contacted to meet him.

Grant request reviewed as Celeste stated the grant is a right to know article and should be available for public to read. Rachael has a drive that it could be downloaded onto. Celeste would like to read the proposal. Nancy explained that the grant submitted was a different, smaller grant than originally discussed and so was encouraged, voted on, and accepted by the board.

Gifts: a \$50 check from Wendy White for two books: a reference book from Fred Leventhal, and an anonymous cash donation of \$30. Motion to accept gifts: C. Snitko; seconded; C. Cerroni. Motion accepted.

Director's Report: Summer reading program has been going well and will end August 21st with prize giveaways. About 20 kids attended. Program stats: 55 for reptile program! 26 for puppets, typically 3-4 for PJ story time; 4-5 for painting, 8 for police K-9 visit, and 5-8 for music time. Having a hard time getting adults to attend programs.

Circulation stats since beginning of June: 1034 checkouts, 56 new library sign ups; 46 ILLs; 317 titles added; 302 people came into the library. Rachael is coming back to work for normal/regular hours next week. She has been typically working about 12 hours from home and about 15-18 hours in the office. She used vacation/ sick time for first four weeks of leave. Library received \$2851 federal money for covid relief. 17 launch pads have been purchased that are loaded with programs for kids and adults; they will be available next week. Richard is back working his full hours as of July 31st. School starts August 31- Rachael is hoping to add a bus stop to our front entrance at the Library. Will plan to start up with book buddies and Wednesday morning story time by the end of September. The Friends annual meeting is September 18th. They plan to have a professor from Franklin Pierce speak. The board thanked Rachael for all she is doing.

It was noted that the hours and days of opening need to be added to the back door. Rachael will check on this.

Financial Report: Bill sent out the report to Nancy but it was very tiny and if enlarged it would not print. There is \$6300 in checking account and we have voted to put \$2000 of it towards the ground project. 52% of town budget remains. Nancy will speak to Bill about sending readable reports.

Building and Grounds: Bill has no information yet; are assuming Gordon Services are behind. Nancy will contact Bill to see if Brooks has called him about roof. Rachael reported that the water in the toilets is still brown. Sussman thought this could be a leak in the pipe. Celeste suggested checking with the town and see if they are having problems. Rachael will check with them.

Update on Grant: No one is notified until 10 weeks after application so we will not hear until September. Nancy did get a very nice positive response to her application.

James Finnegan was introduced to the group; he is interested in becoming an alternate and would run for trustee in March. He left the room briefly while this was discussed. Motion by N. Cayford; seconded by J. Rizzo to accept him as an alternate. Motion accepted.

ADA : Nancy reported that to meet requirements the soap dispenser in the bathrooms need to be lowered and an electronic doorbell installed by the lower door that would be heard upstairs. Board agreed this should be done and Nancy will purchase the bell. Will see Richard about lowering the dispensers.

New business: Nancy stated that she has received a quote from Rain flow in Keene of \$3600 to install laminated copper gutters and downspouts. They are less expensive as they are not solid copper. Water ponds and has created two sink holes and gutters would help prevent this. Celeste requested seeing a proposal first with more details and also wanted to hear what Gordon Services feels we need. Nancy stated that Gordon does feel we need gutters with the amount of rain that comes off the roof. Beth suggested that a new system might handle water without gutters if working properly. Gail [proposed that whatever gutter system we decide upon that it be paid for from library funds rather than ask for a warrant article.

September is budget time. Nancy stated that NHLTA highly recommends that all trustees meet to plan annual budget. Presenters to the town can be the Director and whoever is most comfortable in assisting (not necessarily the chair). We will hold a special meeting to discuss the budget after Nancy meets with Rachael and picks a date.

Strategic Planning: Julie would like to have trustees work on our mission statement and set goals to learn more about the demographics of the town, especially as there are many new families and a lot have children. She would like to review groups of residents and visit other small libraries. Regional meetings of trustees were held in the past to share information but were stopped due to Covid. Programming is up to the Director. Nancy suggested that if we do form a subcommittee that we involve people from the community such as a teacher. Julie made a motion that we establish a strategic planning committee. Celeste seconded. Motion accepted. Julie, Nancy and Celeste volunteered to be on the committee. The possibility of a survey discussed.

Masks will continue to be required to enter the building.

Motion to adjourn by C. Cerroni; seconded by C. Snitko. Motion accepted.

Meeting adjourned at 8:15 PM.

Next meeting September 8, 2021 at 7PM.

Respectfully submitted,

Gail Bartlett, Secretry