

APPROVED

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM February 9, 2022

Attending: N. Cayford (Chair), G. Bartlett, B. Gurney, C. Cerroni, B. Haire (Alternate), J. Finnegan, J. Rizzo, E. Walker, R. Lovett (Director). Guests: Linda Abraham, Chris Sprague. Cayford, Gurney, Rizzo, Haire, and Walker attended in person, thus meeting the requirement for an in person quorum (5). Bartlett, Cerroni, Finnegan, and guests attended by Zoom.

Regrets: C. Snitko.

Minutes of January 12, 2022: substitute three for two (water tanks); under financial report change humidifiers to dehumidifiers in two places. Motion to approve minutes as corrected: C. Cerroni; seconded: B. Gurney. Motion accepted.

Gifts: None to report this month.

Announcements: There is an ALA webinar, Freedom to Read, by the Texas Library Assoc. on Feb. 24<sup>th</sup> at 5PM. Contact Nancy if you would like to attend. Bess stated that Texas is presenting this webinar as they have had so many books removed from library shelves.

Director's Report: There is a warrant article from the Conval School District requiring town libraries to make available all materials being used in the schools. Rachael stated that we do not have the budget or the space to do so. It may not pass but we should be aware that it will be on the March ballot. All Conval towns will vote on it.

Rachael has had some requests for Read Aloud and Read Along Wonder Books. As they are expensive she will be applying for grants to cover the cost. She will also apply for an ALA grant to cover costs for summer reading programs.

Mary Edick, a long time library employee who worked on the circulation desk and on the children's program passed away last week. Rachael has offered to host the funeral reception in the lower library meeting room this Saturday. Some other staff person will work upstairs and Rachael will provide coffee and host downstairs. The family is also having donations in her name go to the DPL for children's programs.

Meet the candidates will be held March 5<sup>th</sup> from 10 AM- 12 Noon at the library. Last year it was held outdoors. Rachael will contact the candidates and ask the Friends to provide refreshments. Rachael requested \$100 petty cash be withdrawn from the checking account. Bill will do so; he also requested receipts from petty cash for the upcoming audit.

Financial Report: B. Gurney reported that he does not have the bank statements yet but that the NH Charitable Foundation has a current balance of \$60,788 and we received an annual distribution of \$2,309 on February 12, 2022 which will be deposited in the checking account. Town budget expenses were \$18, 659 for January. Checking account activity included a check written for \$80 to reimburse Nancy for employee Christmas gifts and a check deposited for \$100 from the Bernice Godine Foundation. The annual town budget report was reviewed and discussed. It was noted that \$15,005 was taken from People's Securities but then paid out for the drainage project. As grants are not usually part

of our budget, Rachael questioned why they were included in the report. Rachael and Bill will meet soon to go over the budget and prep for the audit. Rachael noted that the proposed budget did not factor in salary increases and since they were added, much of the money in the programs and professional development was reduced by the budget committee. Rachael was not notified of these proposed changes. As this budget is not yet final, Rachael and Bill will meet.

Building and Grounds: Nancy caulked the vestibule entrance where the water is coming in and we will see if water still goes into the crawl space. Rachael stated that the parking lot has been very icy this winter. Nancy stated that the town administrator has noticed it also.

Strategic Planning: J. Rizzo reported that there were 113 responses to the survey and 8 out of 11 questions had comments added. The committee has reviewed them and plans to pass through the data again and separate out responses from short term and long term residents. The committee plans to generate 5 to 7 proposed goals from the responses and will present them to the trustees. There have been some inquiries about what has been learned so Julie will summarize this in an upcoming Advocate including goals set and current progress. The results have been generally positive including the director, changes in the library, and requests for more adult programs. Chris Sprague suggested the ALA website be viewed in regard to what the future of the library might look like in 5-7 years and what are services people will want.

Unfinished Business: The new charging station is upstairs and working. Nancy has some volunteers to put up the whiteboard. It is magnetic, so heavy and awkward to handle. Policy review; this was started with Nancy, Rachael and James but was put on hold due to a Covid outbreak. It will stay on hold until there is more information from other libraries.

Background checks for teen volunteers was discussed. We have no current policy for this and it is up to small libraries to set their own policies. Background checks would be our expense for people we are not employing. They would have work papers and references and Rachael would be their direct supervisor if volunteers were here. E. Walker reminded the board that volunteers cannot do any work that a staff person would be paid to do. These teens would be here for community service and Nancy stated it would be great exposure for teens to the library. Rachael will write up a policy for approval at the next trustee meeting.

Art subcommittee: Nancy suggested a subcommittee to have the library art pieces assessed for cleaning and possibly reframing. We need one or two people to help and a non trustee could be on this committee.

Cell phone policy: this will be rewritten and the No Cell phone line will be removed. We can still prohibit conversations if needed. A new policy will be written and presented.

New Business: Nancy stated that we have two trustees going off the board: C. Snitko was appointed as an alternate in July 2015 followed by 6 years as an elected trustee. She was Chair for 3 years. G. Bartlett served as a trustee for 9 years and was Secretary for 7 years. Nancy proposed that retiring trustees be invited to choose a book that they would like given to the library; these books will have an inscription in the trustee's name. Motion made by B. Gurney that retiring trustees be honored by selecting a book for the library with the expense to be covered by the library's checking account. Seconded by N. Cayford. Motion accepted.

Motion to adjourn: Motion made by B. Gurney; seconded by J. Finnegan to adjourn the meeting at 8:15 PM. Motion accepted.

Next meeting: March 9, 2022 at 7 PM.

Respectfully submitted,

Gail Bartlett, Secretary