

DRAFT

DUBLIN PUBLIC LIBRARY

Trustee's Meeting 7:00 PM September 8, 2021

Attending: N. Cayford (Chair), G. Bartlett, C. Cerroni, Jerry Bird, J. Rizzo, C. Snitko, B. Gurney, E. Walker, J. Finnegan, R. Lovett (Director).

Guests: B. Haire

Minutes of August 11, 2021 accepted as written. Motion to accept by C. Cerroni; seconded by B. Gurney. Motion passed.

Gifts: Two bean bag chairs for children donated anonymously (and are being much enjoyed), an Ipad from Nancy and Phil Cayford which has been set up on the circulation desk with a slide show, \$750 for a charging station for phones, kindle, etc. from Moira Burnham Trust, and two Sy Montgomery children's books from the State Library to make a story walk. The book pages are ripped out, laminated and placed on stakes which will form a path outdoors. Story walk is copyrighted and stakes have to be placed where they are accessible to read. Marlboro Library suggested bringing in another organization to help and Tracy May has agreed to have a church member assist; names suggested were given to Nancy. Motion to accept gifts by B. Gurey; seconded by C. Cerroni. Motion accepted.

Announcements: The wireless doorbell has been installed and was demonstrated. The new NHLTA Manual is available online on the home page. Nancy reviewed an email sent to members regarding issues raised at the August trustee's meeting. Regarding the use of the term "so moved", Nancy talked with the NHLTA and Tim Clark, our town moderator. Both agreed that the term is not used much now but it can be used and always has an affirmative meaning. Regarding the second issue of a grant being under the right to know law: Nancy again consulted an NHLTA representative and learned that RSA 91 does not include grants in its list. Grants do not need to be shown to the public. As to the grant recently written to the Arts Council, Nancy has made copies of our submissions plus the instruction pages and they are in a folder at the circulation desk for anyone interested in reading them. The application itself was electronic and could not be copied. The grant papers are under the copyright law and cannot be copied by others.

Director's Report: A dance and karaoke party was held but only one person attended. A new portable sound system was purchased with grant money and will be used at a possible open mic night in October. Nancy, Rachael and volunteers will put up the story walk. A Harris Center program is planned next Thursday. We are co-hosting a program on race with the Harrisville library on September 27 by zoom.

Budget meeting is September 27<sup>th</sup> at 4:30 PM.

Three resumes of job applicants were sent to trustees for review. After reviewing the candidates, Rachael recommended hiring Melissa Liebermann. She is friendly and very nice and has worked with teens and children. Ella is still filling in a few hours until Melissa can start work and Ella will also be staying per diem. N. Cayford made a motion that Rachael hire Melissa Liebermann as our new staff member; seconded by C. Snitko. Motion accepted.

There is currently a display for 9/11. Banned book week is coming up and Book Buddies and Story time start next week. We now have a bus stop Monday through Thursday. Children under 13 must have a parent or older sibling to be in the library. Halloween plans discussed: Rachael will plan an activity and it will be listed in the Advocate.

Financial Report: B. Gurney reported that the checking account balance is \$6,410.04. We have 31% of our town budget remaining. The quarterly report for the People's Securities Account will be available in October, but YTD increase is \$10,775.90. Motion to accept report by C. Ceroni; seconded by N. Cayford. Motion accepted.

Gail reported that the gifts of plants and cards were much appreciated by staff members.

Buildings and Grounds: B. Gurney reported that Arthur Sussman believes the issue with dirt in the toilets is iron, as none of our filters are working, Nancy had checked with the town administrator and the Town Hall toilets have the same problem. Mr. Sussman is drawing up a proposal to fix the problem. There is no news yet from Cody Gordon regarding the ground project.

Strategic Planning: J. Rizzo reported that a subcommittee of herself, Nancy, Celeste, Rachael, and Bess Haire held their first meeting. A 7 member subcommittee was chosen with a representative from the Friends and a community person with a teenage daughter chosen to participate. The plan is to gather information in September and October from Town demographics and other libraries. A survey will be included as well as possible focus groups. Several members have visited the Marlboro and Jaffrey libraries and found them different but both informative. The group will meet the last Wednesday of the month.

Unfinished Business: Bess Haire is willing to serve as an alternate trustee and presented a summary of her background. She briefly left the meeting and a motion to accept Bess Haire as an alternate was made by J. Rizzo; seconded by B. Gurney. Motion accepted.

Discussion regarding finding a credit card for Rachael to make library purchases. Bess presented notes from visit to Jaffrey library. Their Director has three sources: use of a Town credit card, a debit card for \$8000, and \$200 in a petty cash fund that is kept replenished by trustee supplements. Bill stated that he could request a credit card or a prepaid debit card at Select Board's budget meeting as other town boards are having the same needs. The Jaffrey director also has use of town accounts with companies such as Amazon.

The need for gutters again discussed. Evaluation by Gratz stated that in ground pipes alone may not be enough to handle water. Gordon also feels a need for gutters and is installing two sets of parallel pipes; one for ground water and one for gutter drainage. Jerry thinks we need gutters as he has seen the water on the inside walls. He also stated that gutters would prolong the life of the ground pipe system. Nancy expressed concern about mold returning to the basement with continued water seeping in; Gail agreed. Gutters would be placed on the front and west side of the old building. Bethe questioned if the ground pipes would work sufficiently without gutters. The proposal from Rainflow was emailed to trustees : Cost for gutters and down spouts is \$4000 and \$3600 for gutters alone. Discussion of funding for gutters: Gail suggested that we pay for these with money from our own accounts and not apply for a warrant from the town. As \$2000 is coming from our checking account to supplement the ground installation cost, it was suggested that we use money from the People's Securities Account.

Gail made a motion that we authorize the Treasurer to withdraw \$4125 from Peoples' Securities account # 421-12246 to pay for gutters. N. Cayford seconded. Motion passed 5 to 3. The money will be withdrawn when we have the schedule for the ground project. In the future a schedule for maintenance and cleaning of pipes will be followed.

New Business: Annual budget was presented and discussed. Rachael reviewed budget lines: salaries will be finalized when COLA is determined. Slight increase in assistant's salary; Custodian's hours returned to 7 hours per week as he did not want extra hours for cleaning. Social security and Medicare is taken care of by the Town. Electricity increased \$500 with two humidifiers and air conditioning. Collections increased by \$500 as costs up and supplies increased as we are over this year. Two lines added: dues and subscriptions: \$300 and Strategic Planning -\$1000 to cover postage cost of a survey. Total budget is increased by only \$2000. Celeste suggested we add the expense of the two new lines to other current lines rather than inserting new lines. Bill suggested keeping it as it is and see what the Select Board says.

Motion to Adjourn: Motion to adjourn meeting made by N. Cayford: seconded by B. Gurney. Motion accepted. Meeting adjourned at 8:35 PM.

Next meeting: October 13, 2021 at 7 :PM in lower library meeting room.

Respectfully submitted,

Gail Bartlett, Secretary