

**FINAL**

**DUBLIN PUBLIC LIBRARY**

**Trustees Meeting Wednesday October 12<sup>th</sup> 2022**

Meeting began 5:04pm

**Attending:** J Rizzo (acting as Chair), B. Haire, M. Hulslander, C. Sprague, J. Finnegan (Treasurer), R. Lovett (Director),  
D. Garner, P. Gammons, M. Page (Visitors from Friends of Dublin Public Library)

**Absent:** N. Cayford, L. Abram, E. Bennett, B. Gurney

**Minutes** of Sept 14 and Special Meeting October 3 discussed. Motion to approve by M. Hulslander. Seconded by C. Sprague **Motion passed.**

**Library Report**

Director R. Lovett gave an update of Programs at the Library. 15 Children attend afterschool programs on Tue/Wed/Thurs.

Needle felting program on 9/22 was popular and well attended- will book Julie Cyr for same class for next year.

Poetry Pharmacy Program continues x4 weeks in October.

Poetry in Your Pocket continues on the circulation desk for patrons throughout month of October.

Pumpkin Painting Contest.

Trunk & Treat will be hosted by Dublin Christian Academy of Dublin, sponsored by Friends of DPL. Participants will receive a certificate for a free book inside a treat bag. Books for young adults and children will be available in library in exchange for certificate.

November programming will include a Family Movie Night.

Open Mic night planned for Nov or Dec. Date tbd.

DPL Friends Annual Meeting with speaker Saturday 22 October 2022 10am-12noon.

Preparation continues for Library Open House Sat November 5 2022 10am-12noon.

C. Sprague and R. Lovett to word a press release plus ads for local papers- Shopper/Advocate/Monadnock Ledger week before event.

C. Sprague made Motion to fund the cost of promotion of Nov 5 Open House with newspaper ads to be paid from Trustee funds, not to exceed \$250. Second by M. Hulslander. **Motion passed.**

R. Lovett reported on Budget Meeting with Select Board on Monday 10/10 at 6:30pm. Attended with 5 Trustees at Town Hall. Select Board wish to see flat budget for 2023.

\*Chair suggested this time to discuss Budget related issues including 2023 Staffing of Circulation Desk, Hours worked, implication of staffing and energy costs.  
R. Lovett to send job description/current & proposed work schedules to Budget Committee.

Discussion of Library Budget with plan to meet again on Tuesday, October 18 at 12noon to prepare for meeting with Budget Committee.

The Select Board Budget Committee will be reviewing the Library budget with the Library Director. Library Trustees also invited to attend on Tuesday, October 25 at 7:45 p.m.

### **Treasurer's Report**

J. Finnegan wished to thank B. Gurney who helped to prepare this month's Financial Report. There was a bank merger between People's Bank and M&T Bank – Trustees' accounts now with M & T Bank as of 9/3.

Treasurer will describe Library investments and savings accounts at future Trustee meeting, after he learns more about how market has affected investments and whether fees or penalties are/were involved.

Current expenditures are on track for final quarter with 23% remaining for the rest of the year.

### **Building & Grounds Report**

R. Lovett reported on delivery of "free" gravel on 10/10, and Sterling Abram worked alone moving the gravel into the Library basement crawl space in preparation for potential future building work related to HVAC. Cost of the gravel may not be "free" but discounted; R. Lovett will follow up clarification with K. Fuller Town Administrator.

Tim Twitchell came to Library and carried out cleaning of light fixtures.

Discussion of future winter snow shoveling and de-icing of walkways. This work was previously carried out by custodian. Library currently has no custodian.

Meanwhile R. Lovett will contact the Dublin School seeking help with snow shoveling from those wishing to complete community service. May only be available on Saturdays.

### **Art Report**

N. Cayford reports the Joseph Lindon Smith painting has been restored and framed. The original frame is preserved and incorporated into a new frame which is now protected with UV plexiglass. The restored painting is on public display behind the circulation desk.

The Willard Pierce portrait by Rebecca Smith will be restored and will return to the Library in time for the Nov. 5 Open House.

### **Alternate Trustee recruitment**

C. Sprague reported having met potential Alternate inside the Library and has passed contact details to M. Hulslander who will follow up. Discussion about number of Alternates required.

C. Sprague suggested invitations go out to other potential Alternates-most frequent Library users and young parents.

### **Strategic Planning Report**

Strategic Planning Committee and Director continue to prepare for Library launch sharing the Strategic Plan and Survey results with the Dublin community as an Open House event on Saturday November 5 from 10-12noon in the Library.

Next meeting to finalize event details will be Monday, October 17 at 1:00pm.

C. Sprague proposed session with the DPL Friends to explore Strategic Plan and roles and responsibilities. Chris will contact P. Gammons. Date TBD.

### **Unfinished Business**

Library Trustees received FDPL letter informing that the proposed training October 28 2022 with Terry Knowles not feasible due to unavailability of several Friends.

Discussion of alternative formats and dates.

J. Finnegan proposed R. Lovett contact Terry Knowles to reschedule with new date for a training session designed to understand roles & responsibilities of Library Friends and Library Trustees.

Date to be suitable for both Boards to be able to attend.

### **Update on Credit/Debit card for Library Director**

Director awaits decision on payment methods and continues with arrangement of reimbursement from Town Hall. The topic is still unresolved and needs to be revisited. J. Finnegan (Treasurer) waiting to hear from Bank about credit card trial period. Discussion interrupted by M&T Bank merger.

### **Library Custodian status**

Ads to go again this month into Advocate/online e.g. Job Recruiter/Indeed.

R. Lovett reports that there have been no new applicants for Custodian position. The situation will become critical this winter when snow removal and de-icing walkways becomes essential.

### **Budget Meeting Report**

\*This topic was discussed earlier as part of the Library Director's report.

### **New Business**

#### **Entrance Windows Protection from snow/Ice**

Director Lovett proposed leaving off the boards that usually cover the windows and go on to the railing along the front walkway. Plexi glass covers the windows on the left-hand side of the entrance already and Director believes this to be sufficient protection but advises Trustees that the amount of snowfall should be watched and checked to ensure there are no leaks or damage.

**Next meeting of Library Trustees:** Wednesday November 9 at 5:00pm.

Motion to adjourn by J. Rizzo Seconded by M. Hulslander. Motion passed and meeting adjourned 7:20pm

Submitted,  
B. Haire, Trustee

Dates to note:

**Strategic Planning** final preparation for Open House Monday October 17 at 1:00pm

**Budget Final Review** Tuesday October 18 at 12 noon

**FDPL Annual Meeting** Saturday October 22 at 10am-12 noon

**Library Budget Review** at Town Hall Tuesday October 25 at 7:45pm

**Library Open House** Saturday November 5 at 10am-12 noon