

**DRAFT**  
**DUBLIN PUBLIC LIBRARY**

**Trustees Meeting 5:00 PM JULY 13, 2022** (Meeting began at 5:05 pm)

**Attending:** N. Cayford (Chair), R. Lovett (Director) by phone, B. Haire, J. Rizzo, C. Sprague, L. Abram (Alternate), J. Finnegan, M. Hulslander, Emily Bennett **Regrets:** B. Gurney

**Minutes** of meeting of Trustees held on 6/8/22 were approved (L. Abram moved, J. Finnegan second.) Motion passed.

**Gifts:** Checks totalling \$5,015 for the Art Restoration Fund from various donors (approximately 55). Motion made to accept the gifts(s) by C. Sprague, seconded by J. Rizzo. Motion passed.

**Announcements:** Catch basins, downspouts, gutters installed. Nancy is working on final report for grant.

**Director's Report:** Summer reading going well – about 27 people signed up, mostly kids, coming to library and getting raffle tickets (3 winners at end of summer). Summer Playground, StoryTime, Game Nights are weekly, in August have Culture Keepers/Culture Makers walking art tour – they will install on August 2, use Program Room for Arts during August. Another author coming on August 2 – Michael Tougias, *The Finest Hour*. Summer Reading sendoff party end of August. Supporting Rec Committee community football on August 6. A lot of new library cards, many people coming back in after Covid.

Town Budget Summit Hearing on Sept 12 – need to have our numbers in order. On Saturday, Friends hosting Ice cream social, music festival. Friends looking for add'l hands to scoop ice cream.

**Treasurer's Report:** B. Gurney would like someone else to step up to be Treasurer. No one volunteered, but N. Cayford will talk to NHTLA about whether we can use an outside person as Treasurer. B. Haire suggested talking to Town Budget Committee or Town Administrator about filling our expertise gap, talk to other libraries, and talk to NHLTA about how to address this. Financials from May were distributed by B. Gurney ahead of the meeting.

**Buildings & Grounds:** Grace Electric replaced the ballasts and bulbs in staff room. Will ask B. Gurney to draft a warrant article for fixing rot in basement storage room. When water/mold remediated, it was covered in plastic, 2x4's not repaired. Asked Bill to combine that with scope of work for rot in crawl space to make one warrant article addressing both.

Bill for gutter project was \$850 over original bid, as price of copper has gone up on the gutters. (Additional copper costs on downspouts were absorbed by that vendor.) Discussed whether to pay the increase outright, split the surcharge with them, or not pay the increase. N. Cayford will discuss the overage with vendor and find out what we can do.

**Strategic Planning:** Planning to host a gathering in September with stakeholders (select board, DubHub, Schools, Friends, others) to share survey insights, goals, and next steps. C. Sprague will take on the chair role for Strategic Planning Subcommittee going forward.

**Unfinished Business:** Rachael's credit card issue has not been resolved, because Town Administrator says it is too much work for her to reconcile a credit card statement. Rachael talked with other librarians, some have credit cards and do more frequent Account Payables, and some don't. Rachael is

unhappy with using prepaid debit cards, and can't use petty cash for online payments. Some libraries don't use town services for AP, AR, Payroll – they contract it out. At this point, after more than 9 months, we still have no workable options for Library Director to make online purchases in a timely manner. N. Cayford will invite Town Administrator to meet with the Trustees for further discussion.

**New Business:**

Custodian hire: New custodian will not be expected to work on Saturdays as second staff person.

Interviewing candidates: NHTLA doesn't give explicit guidance on interviewing candidates; we don't have an historical approach to interviewing at DPL. In Director's job description in NHTLA manual, it says that Board appoints Librarian, and works with the Librarian to appoint other employees of the library. Have interviewed two people – one not appropriate, one is acceptable. Another candidate applied today, and Rachael will schedule an interview ASAP, then will schedule special meeting of Trustees to make a hiring decision. Suggestion made that we hire a cleaning service in the meantime, if necessary.

Need to install panic bar on front door.

M. Hulslander agreed to coordinate a subcommittee to look for additional alternate trustees. In the longer term, it was suggested we work on board development, and consider getting someone from outside the Board of Trustees to help with this.

Meeting to work on budget for 2023 – Friday, August 5 at 2:00 pm.

**Motion to Adjourn** made by J. Finnegan, seconded by B. Haire; motion passed at 7:10 p.m.

**Next meeting:** August 10 at 5:00 p.m.