

DUBLIN PUBLIC LIBRARY TRUSTEES
Minutes (DRAFT)
Trustees Special Meeting (PUBLIC)
September 25, 2023 7:00 pm

Attending: C. Sprague (Chair), J. Rizzo, L. Abram, B. Haire, K. Nichols (Zoom), P. Bator, L. Graves, M. Hulslander, Carole Monroe/Select Board (guest). Wendy Graves (guest), Susan Peters/Select Board (guest)

Absent: S. Luxmoore (alternate)

Letter of resignation received from three circulation desk assistants on September 23; interim plan for opening the library discussed. C. Sprague spoke to Mindy Atwood, Dir. of Library Operations of NHLSA, who told him volunteers can't check in/out books, so we must have a circulation staff member for that. P. Bator asked whether Trustees (elected or appointed) can help with circulation tasks. C. Monroe said RSA needs to be researched. B. Haire noted that when Director in place, Trustees can't be involved in these kinds of operations.

D. Garner spoke to V. Volkersz about interim position of a few hours a day, and he is interested. He would like to meet with a few of us on Wednesday, about hours/pay/access to keys. Motion made/seconded by L.Graves/M.Hulslander to extend offer immediately to Volkert Volkersz as circulation desk assistant, with schedule to be determined with goal of optimizing patron usage. **Motion approved.**

C. Monroe will give us contact at Primex Insurance Company, the town's vendor, in case there are any potential employment claims.

Saturday resignations – L. Abram

After chair of personnel committee L. Abram had friendly discussions in Library with Terri/Stacey on Thursday night (regular check-in) and with Stacey/Dominique on Saturday (informal chat), Trustees received email from all three library assistants at 1:09 pm on Saturday (library closed at 1:00 pm) announcing their resignations effective immediately. All keys were left in library. L. Abram emailed Stacey Clark that afternoon and asked to meet or speak with her but no response. Trustees agreed we have no further obligation to follow up further. C. Monroe suggested that we post our privacy policy on website.

Patron and community messaging re staff turnover:

- We're disappointed, and excited about going forward. Staffing issues are confidential.
- We're relaunching the Library, hope to have an interim circulation librarian in place shortly, as it's important to patrons that they are able to check in/out books, and know that their borrowing information is private.
- All access to digital resources are still available. Volunteers will be at library during open hours to assist patrons in using them.

New post appeared on DPL Facebook page at 1pm on September 25, "SO... SORRY.../The Dublin Public Library is closed due to staff shortages. Please check the website for updates at: dublinpubliclibrary.org" Need to find out who posted this, and take immediate steps to control access to the Library's social media accounts. (Related issue: all library staff must use Library email accounts, so that they can be monitored for inaccurate or malicious information.)

Search Committee progress - Deb Kaplan, NHLTA HR consultant, on Peterborough Library search committee, pointed out two alternative approaches for Director search: a) hire a full-time professional librarian, or b) hire a paraprofessional and train them. C. Monroe has researched similar-sized library staffing, and points out that full-time Director is not typical of similar-sized libraries; benefit arrangement with Dublin town employees allows them to take benefits for 10% of salary. Goal of final quarter of the year is for us to understand the appropriate staffing model for DPL.

Programs - B. Haire will issue report before next regular trustee meeting. She is getting keys cut for downstairs only access; creating forms for room bookings, program suggestions/applications; background checks; children permission/emergency contact info for programs.

Bookings - Volkert was signed up for preschool/infant story time on 2nd Monday monthly 10:30-11:00. Papa Joe Gaudet for November; GOP every Tuesday night through November; Wendy Graves for children's programs.

Children's programs - B. Haire will have plan for re-starting children's programs for next Trustees meeting on 10.11.23.

Volunteer program/recruiting - Will need someone to recruit, document, train, and manage volunteers, once interim circulation assistant is in place. Trustees can volunteer, but can't be required to volunteer. C Monroe suggested we reach out to Dublin School as those students have volunteering requirement. D. Garner noted that FDPL is very willing to support volunteer efforts.

Budget 2024 – K. Nichols met with K. Fuller last week, has two years' library expenses, town will do wages and utilities line items, K. Nichols will talk to vendors re estimates for supplies in 2024. L. Graves will meet with K. Nichols re capital requirements, including technology plan proposed by Twin Bridges.

Consortium proposal from Jaffrey Public Library – At board to board meeting on 9/18/23, JPL recommended an affiliation that would allow collection/program collaboration, for \$5000 startup costs. Our conclusion was that we are not ready to consider implementation of something like this until we have a director. Jaffrey Library Director Julie Perrin subsequently removed herself from consideration as a potential consultant during our interim period.

Motion made/seconded by M. Hulslander/L. Graves to adjourn at 8:41 p.m.

Submitted by Julie Rizzo, Secretary.

Next steps:

- 1) Monitor all library social media sites (FB, Instagram, NextDoor) for negative comments, and report/respond appropriately. (Need person assigned)**
- 2) M. Hulslander will contact former trustee N. Cayford to transfer her administrative privileges to the Facebook account to a library staff member.**
- 3) P. Bator is establishing library-controlled email accounts for Director, staff, and trustees.**
- 4) P. Bator will post key library policies (particularly privacy policy) in visible location on website.**
- 5) C. Sprague will meet with V. Volkersz to specify hours, responsibilities, and compensation.**
- 6) Need to monitor the voicemail messages on phones in Director's office and at the circulation desk in the interim. Director's office needs to be cleared out – store contents and wait for permanent Director to make disposal decision. C. Sprague.**
- 7) P. Bator to contact Heather at Biblionix to get credentials that allow us to access the data needed for budget submission and set up full credentials for Volkert.**
- 8) Need to change the locks on the building now – B. Haire and L. Graves will work out an approach to key management.**