

FINAL

DUBLIN PUBLIC LIBRARY

Trustees Special Meeting OCTOBER 3, 2022

(Meeting began at 5:00 pm)

Attending: N. Cayford (Chair), B. Haire, J. Rizzo (via Zoom), M. Hulslander (via Zoom), L. Abram (Alternate), J. Finnegan, R. Lovett (Director); C. Sprague, Wendy White (visitor)

Absent: B. Gurney

Team –building session with Friends of the Library – N. Cayford reported that on Friday, 10/28 at a time to be determined, Terry Knowles, consultant (NHTLA), will conduct a workshop with Trustees and members of the Friends of the Library, to address issues related to the two bodies working together effectively for the benefit of DPL.

Motion made by J. Finnegan, seconded by M. Hulslander: The Board affirms its plan to meet with Friends of DPL and Terry Knowles on 10/28, and approved the expenditure of \$75/hour plus mileage reimbursement to pay for this consultation. Motion passed.

The need for any follow-up session(s) will be determined after the workshop on 10/28.

Acceptance of gifts – Motion made by J. Finnegan, seconded by M. Hulslander: To accept the gift of gravel for the crawl space from the State of NH. Motion passed.

Building and Grounds – N. Cayford asked for approval to remove unsightly spirea from the garden, which was granted.

N. Cayford and Woody Stockwell cleaned out the crawl space to ready it for gravel delivery, a nasty job! R. Lovett will send Woody a thank-you note.

Strategic Planning discussion – C. Sprague led discussion of Strategic Planning document (attached.) He noted that the purpose of the document is twofold: to align DPL's efforts with other community partners, and to make sure our budget proposal to the Select Board on October 10 aligns with our strategic goals.

2023 Budget timetable:

Friday, 10/7 – budget proposal is submitted by Director to the Select Board via email

Monday, 10/10 at 6:30 pm at Town Hall (time amended after meeting) – Director meets with Select Board members to present the budget proposal along with rationale based on our Strategic Planning work. All Trustees are welcome to attend to provide support to Director (not to speak.)

* C. Sprague and M. Hulslander will try to meet informally with Town Administrator prior to 10/10 meeting.

Alignment with Community Partners – The following steps will be taken to communicate with a unified voice to these constituents about our process, goals, and 11/5 Open House:

C. Sprague will connect with M. Clark at the DubHub

R. Lovett will connect with S. Hilliard at Dublin Consolidated School

R. Lovett will review Strategic Planning documents with staff

Strategic Foundation – Trustees discussed the draft Purpose, Vision, and Values statements, and after detailed discussion agreed on the following:

Purpose: Offer all residents a center for lifelong learning, programs and information when and where you need it.

Vision: To be a vital, welcoming part of our community. To provide access to information and ideas for all to learn, discover, create, and connect.

Values: Openness, access, and equity.

Motion made by N. Cayford, seconded by M. Hulslander, to accept the revisions to our Purpose, Vision, and Values. Motion approved.

Top Initiatives – Five initiatives have been identified from our Strategic Planning process, including the community survey. Discussion of initiatives and their impact on our current and 3-5 year budgets followed:

- 1) Communicate library direction/services concisely using best channels (listed on attached document)
Trustees agreed to all channels listed, and suggested that advertising in commercial publications be included which may have additional budget implications
- 2) (Programs) Introduce innovative resources/services for all patrons. Director has increased the Program line in the 2023 budget by \$1000 to fund this goal.
- 3) Offer “Anytime Anywhere Access” delivering resources digitally and in person. 2023 budget proposal includes funds to conduct a technology audit to establish a base line for this goal.
- 4) Optimize spaces (new and historic) for programs, patrons, and community members.
Trustees noted this includes working conditions for staff, which is the basis for a proposed warrant article for HVAC to address heating/cooling/humidity issues more economically.
- 5) Best Human Resources – Great place to work – promote staff development while best serving patrons.

Immediate needs – The budget proposal will include an additional \$1000 for programs, and \$100 for technology audit. Trustees noted that a benchmark study of comparable salaries, professional development and hours should be done in the next round of strategic planning/budgeting.

Motion made by J. Finnegan, seconded by B. Haire, that with great thanks to the Strategic Planning Subcommittee, we accept the Strategic Plan as amended today. Motion passed.

Motion made by J. Finnegan, seconded by M. Hulslander, to approve the budget as drafted by the Director, with minor changes to be made as needed by Director to reflect costs to be supplied by Town. Motion passed.

Reminder to save the date Saturday, Nov. 5 from 10 am – noon, for DPL Open House for the community. **Strategic Planning subcommittee will meet on Monday, 10/17 at 1:00pm to finalize details for this event.**

Next regular Trustees meeting: Wednesday, October 12 at 5:00 pm. J. Rizzo will chair the meeting in N. Cayford's planned absence.

Motion made to adjourn by N. Cayford, seconded by M. Hulslander. Motion passed and meeting adjourned at 6:55 pm.

Submitted,

Julie Rizzo, Secretary

Attachments:

Contract with Terry Knowles
Strategic Planning Review document