

DUBLIN PUBLIC LIBRARY
Trustees Special Meeting June 28, 2023 5:01 pm
Minutes (FINAL)

Attending: C. Sprague (Chair), N. Cayford, R. Lovett, J. Rizzo, M. Hulslander, B. Haire, L. Abram, K. Nichols

Guest: Lawrence Graves

Public meeting:

- 1) Review of Buildings & Grounds issues - N. Cayford
 - Art fund donors party should be considered program being run by N. Cayford and Library Director
 - Minotair Air Treatment unit – concerns had been raised at last meeting that ceiling ductwork would intrude on usability of lower level. Has been determined that most of the ductwork will be behind the stone wall with only a small section, limited to two feet, intruding into the main room. This section will need to be boxed in.
 - N. Cayford met with Sterling Abram to update the Capital Improvement Plan (CIP) schedule for library projects. Sterling has added refinishing of floors in old section, and windows to be washed. Both project planned for summer 2024.
 - Dennis Jewell, Mason will be on the job repairing the chimney as part the warrant article that includes the entryway, work anticipated to begin around July 10. Jewell's proposal (around \$4000) is below the \$5000 threshold, so no bid is needed. (Jewell was recommended by the Select Board.)
 - KA Electric has provided another proposal for LED retrofit in Program Room, kitchen, bathroom, entry on lower level, for \$1278.75. Source of funds needs to be determined.
 - Mini-split air conditioner for main floor – received 2nd bid from Gary Jackson Heating Services for \$10,065. N. Cayford reported that grant of \$3000 was received today from Putnam Foundation for this project. Motion made/seconded by M. Hulslander/N. Cayford to accept the grant money. Motion passed.

Current proposal from Jackson is good for three more days, but likely can be renewed. Need more time to consider funding sources so discussion tabled until July 12. New Buildings and Grounds chair will be voted on at that meeting. Thanks were given to Nancy for her seven years of service to the Library, and recent work as chair of Buildings & Grounds.

- 2) Director asked that Board make an offer of employment to Jess Nadeau for the position of Library Assistant for children's services. Due to the tight job market, Director asked the Board to Motion to act quickly. Motion made/seconded by L. Abram/J. Rizzo to authorize Director to make an offer of \$15/hour for 11.5 hours weekly to Jess Nadeau, subject to good reference reports. Motion passed.

- 3) Motion made/seconded by J. Rizzo/M. Hulslander to enter non-public meeting to discuss personnel matters. Roll call vote taken. Motion passed. Director and guest Lawrence Graves excused themselves from the meeting. Entered non-public meeting at 5:36 pm.
- 4) Motion made/seconded by K. Nichols/N. Cayford to end nonpublic meeting at 6:50 p.m. and seal the minutes. Motion passed.

Motion to adjourn made by K. Nichols at 6:55pm.

Next regular Trustee meeting to be held on Wednesday, July 12 at 5 pm.

Submitted by Julie Rizzo, Secretary.