APPROVED

Dublin Public Library

Trustee’s Meeting 7:00 PM August 8, 2018

Attending: C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, D. Flynn, W. Goodwin, J. Holmes, E. McIntyre (Director), M. Smith, E. Walker
Absent: R. Bastedo (alternate)

Announcements: Mary Edick addressed the trustees with the sad news that she will probably be absent from work for treatment for an illness. Celeste announced that Terry Knowles has retired and the NH Municipal Association will be doing the training that Terry used to do. An annual conference will be held November 14, 2018. Celeste also announced that a WWI display by the Historical Society will be on going from August 11-26 in the Town Hall and requested that the library display their red, white, and blue bunting on the library to support the patriotic theme. Betty will have Richard put the bunting up.

Minutes of July 11, 2018: Donna Garner’s name corrected as originally spelled; Bill Goodwin’s name stated as Willard Goodwin to support bank documents. Motion made to approve corrected minutes by J. Holmes, seconded by N. Cayford. So moved.

Gifts: 3 hard covered books, 1 bag cookies, $65. Donations, 1 trade paperback, 3 audio cds, flowers. Motion to accept gifts by W. Goodwin, seconded by D. Flynn. So moved.

Director’s Report: Today was the last day of the Summer Reading Program; 55 people attended. The Friends of the DPL ice cream social and music had a great turnout. The Dublin Garden Club has a pollinator display set up until September 1st. Bill Goodwin has filled in the hole by the garden several times. Staff has started planning for Story Time and Book Buddies. Book Buddies will resume on October 2nd.

Financial Report: W. Goodwin reported that we have $4156.80 in our checking account. 43% of our town budget is left. Statements for CD’s still to come. Bank signatures still need to be done. Motion to approve report made by C. Cerroni; seconded by N. Cayford. So moved.

Old Business: LED report still pending. Capital improvements discussed at length. We receive $5000 yearly for capital improvements; we currently have $60,000-70,000 set aside. 2019 decision made to replace carpet in new building and paint the function room; will be submitted as one request once quotes are received. Bill and Celeste recently did a walk in and around the library. It was noted that there is no metal flashing along the back wall and the stucco is deteriorating.
Repair of stucco and addition of flashing or a metal cap can be added to the 2019 projects. Bill will submit our rough estimates to the town by the end of August. We have ongoing elevator service so it was suggested to drop this from the capital improvement list.

Different ways of replacing carpet discussed. We are favoring moving center bookcases but cutting carpet to fit against the wall bookcases. Carpet is installed in squares. Bill will get estimates and will get it into the capital budget for 2019.

**T shirts** distributed by N. Cayford for trustees to promote the library. Each person should pay Nancy the $10 for the shirt. Nancy will contact the Friends.

**Special Projects:** J. Holmes reported on committee’s discussion. The collection has been entered into a software system. Next step is to use it to check out books. Marty suggested that staff needs to learn and implement this. Marty is a consultant for the computers but will not be the guy to call for software problems. He suggested that we decide what we wish to accomplish with a system and look for a solution. Dorcey will check with other libraries such as Peterborough to see which program they use. Another suggestion is to make interlibrary loan information more available. This service is still available but more limited. Dorcey will check into this also.

Dorcey, Connie, Jane and Nancy will meet to further discussions.

Other options to extend our services discussed: coffee and books, bringing books out to patrons or give rides to those unable to get to the library; partnering with meals on wheels a possibility.

Keeping the downstairs meeting room open with camera surveillance during library hours was discussed.

On going book sale: trustees approved this several months ago; it is up to the Friends to implement this.

Attendance figures reviewed. Attendance seems to be good for both Monday and Wednesday mornings; attendance in mornings is often higher than evening attendance.

Saturday afternoon attendance had several patrons in library still at 1 PM.

We will look at 6 months of attendance to finalize new hours.

**Motion to adjourn** by W. Goodwin; seconded by N. Cayford. So moved. Meeting adjourned at 8:20 PM.

Next meeting: September 12, 2018 at 7:00PM.

Respectfully submitted,
Gail Bartlett, Secretary