DUBLIN PUBLIC LIBRARY

Trustee’s Meeting 7:00 PM December 11, 2019

Attending: C. Snitko (Chair), G. Bartlett, N. Cayford, C. Cerroni, D. Flynn, B. Goodwin, S. Haldane (Interim Director), A. Davis (alternate), M. Smith (alternate), B. Walker, W. White (FDPL board member).

Absent: J. Holmes

Announcements: Celeste announced that the potluck supper with the FDPL has been postponed to 2020 when everyone is less busy.

Both the propane fireplaces are working again: one was checked last week and the other is okay.

Minutes of November 2019 accepted with correction of spelling of Schechter. Motion to accept by B. Goodwin; seconded by D. Flynn.

Gifts: 1 book. B. Goodwin moved to accept; C. Cerroni seconded.

Director’s Report: S. Haldane reported that library closings will be listed on WMUR, radio and TV. New books will be grouped together; we need to move the old card catalogue to make room for area to do this. EBSCO data bases (free access) is now available with remote access. Thousands of magazines as well as news, medical, etc are available.

Patrons are eagerly awaiting automation. The fireplaces were on Saturday; patrons reading in quiet room/east room. Suzanne will schedule author Stacy Tolman to speak on a Thursday in February. She may sell her books but won’t charge to speak. Suzanne has also scheduled a tech expert to talk on another Thursday in February. He does the technology for the town of Peterborough.

New books have been added. Suzanne proposed issuing Dublin Consolidated and DCA teachers special library cards allowing one month check outs. She will ask if they would like to do this. Dorcyy mentioned that other small schools in Dublin might like to do this also. Discussed with staff a plan for intruder alert. Staff will go to director’s office, lock the door, and call the police. We will need shades on the two interior windows.

The desk in the office was varnished and refurbished by N. Cayford. Suzanne stated that the amount in book budget cannot be spent by the end of the year as there was a lapse in buying for several weeks and it can’t be rolled over. We will request the same amount for next year’s book budget. This year’s excess could be used to purchase one of the new computers. Suzanne presented a form she created that may be used to request funds from the FDPL, listing request, purpose and supplier with money amount.

N. Cayford announced that the library website and calendar have been transferred to Suzanne. Nancy will continue to maintain the face book site. Alan mentioned that it needs updating as photo of current trustees has not been updated and Betty is still listed as director.

Financial report: B. Goodwin presented report: checking account has a balance of $2,579.25. Savings account balance is $6,280.92 We have 17.72% of town budget left to spend. No update as yet for People’s Securities. Invoices need to be submitted by January 6\textsuperscript{th}. Bill has authorization forms for People Securities. Will provide a copy to Celeste as there needs to be a second person to go on forms.
Unfinished business: we need to update the 2020 budget for additional money for computers and software. Matt Hal has assessed our needs: we have requested $4600; he states cost will be $4900 including his time. Celeste gave this update to the budget committee for next year. Although budget is approved in March, the budget year is in effect in January so updates can be started. Suzanne spoke with Apollo today and we can do a trial on some books.

Gowing roon: Nancy spoke with Tim Twitchell and he will do the electrical job needed including lightbulbs and ballast. Nancy has requested he at least purchase supplies for this year’s budget.

Policies: Non resident library card policy discussed; the fee needs to be set by the trustees. Motion made by N. Cayford and seconded by A. Davis to set the DPL non resident fee at $25 annually for either individual or family.

Search Committee: the proposed director ad and Job Description reviewed and discussed. The committee has met 3 times and finalized the draft and our vision statement which is stated in the second paragraph of the add. The trustees need to approve the committee’s choices and put the vision statement out to the public. Motion made by C. Cerroni and seconded by N. Cayford to accept the library’s vision statement as drafted. Director job description reviewed: Roman Numerals changed to run separately under each category instead of consecutively for entire paper. V line added under responsibilities: to maintain DPL website. Motion to accept Library’s Director’s job description as amended made by D. Flynn; seconded by B. Goodwin. So moved.

Motion made by C. Cerroni; seconded by N. Cayford to accept draft of director ad as amended. So moved. The ad will be posted in New England; primarily NH, VT, and ME. Celeste will acknowledge the receipt of application and do the primary screening. The first interview will be a conference call. The second interview will be in person with the search committee; final interview will be with the trustee group. Alan suggested that no more than 3 candidates be interviewed and that Suzanne be involved in the search committee interview.

New Business: Permanent trustee replacement for B. Goodwin: Bill stated that the committee had not met but he commended N. Cayford for her hard work in recent projects and asked her if she would be willing to become the permanent trustee. Nancy accepted and said she would be willing to do so. As the permanent trustees had not met or discussed the decision as a group, Celeste then requested that they meet by next Wednesday and come to a decision and present their recommendation at the January 8th trustee meeting.

Hour changes. Discussed that an incoming director would not be happy with 4 late evenings per week and two days of split shifts. Suzanne inputted that there is little attendance between 7 and 8 PM. Also most area libraries open at 10, not 9 am. The topic was tabled for further discussion.

Motion to adjourn: Motion made by N. Cayford; seconded by D. Flynn to adjourn at 9PM. So moved.

Next meeting: January 8, 2020 at 7:PM.

Respectfully submitted,

Gail Bartlett, Secretary