

Durham Public Library

Board of Trustees Meeting

DRAFT Minutes February 8, 2017

Meeting was called to order at 6:53 pm.

Attending: Trustees Bill Schoonmaker, Susan Roman, Jenna Roberts, Charlotte Ramsay, Dianne Thompson, Carolyn Singer, Nancy Webb (arrived at 7:00), and Interim Director Judy Haskell.

Excused: Roni Pekins and Toby Ball.

Minutes recorded by: Charlotte Ramsay

Action Items in Yellow

1. The agenda was approved. Dianne/Susan - unanimous
2. Minutes from the January meetings, 1/11/2017 (Dianne) and 1/25/17 (Susan), will be approved at a later meeting.
3. Susan Roman reported on the information she obtained from Lisa Beaudoin in the Town business office. The full cost of family health insurance is \$2365/month and for two-person is \$1752/month. For NH State Retirement, the Town contributes 11.17% of full-time salaried employees' salary and the employee pays 7%. If a person is hired on the last day of the month, benefits begin the first day of the next month.
4. **Public Hearing was opened at 7:04 pm.** There was no public comment. Motion to accept \$25,570.45 to be used for the purposes set forth in the 2016-17 Annual Appeal letter. Susan/Nancy – unanimous The Public Hearing was closed at 7:08.
5. Treasurer's report from Bill Schoonmaker:
 - a. Motion that the Board accept \$469.93 in unanticipated revenue. Susan/Charlotte – unanimous
 - b. Motion to approve expenses of \$100. Bill/Susan – unanimous
 - c. Bill will be consolidating the library funds and will recommend which bank(s) they should be in.
 - d. Bill will reconcile the library accounts through 12/31/2016.
 - e. There was a discussion re donating on line. Dianne will research Vanco. Carolyn will write a notice for the library newsletter and Durham Friday Updates.
6. Jenna reported on the Senior Staff meeting held 2/1/2017.
7. Director's Report – Judy Haskell:
 - a. Judy presented a proposed holiday closing schedule for 2017. The Board will act on the 2017 holiday closing schedule at its 2/22/17 meeting.
 - b. Motion to adopt the Behavior Policy as amended 1/11/2017. Charlotte/Susan - unanimous
 - c. There was a discussion of sub rates, hours, and work expectations. It was agreed that Jenna will seek feedback on these issues at the Senior Staff meeting 2/13/2017
 - d. The annual budget is not yet completely finalized and will be discussed at our 2/22/17 meeting.
8. Friend's Report: Susan Roman reported that the Friends of the DPL would like an annual accounting of the use of museum passes. The board discussed the best way to do this.
9. Old Business: The BayRing contract will be discussed at the Senior Staff meeting 2/13/17.
10. The meeting was adjourned at 8:12. Nancy/Dianne - unanimous

Next meeting: 6:45 February 22, 2017