

Durham Public Library

Board of Trustees Draft Minutes

Wednesday, January 10, 2018

DPL Heritage Room

1. Call to order at 6:55 pm.
Present: Jenna Roberts, Charlotte Ramsay, Anne Knight, Susan Roman, Carolyn Singer, Bill Schoonmaker, Roni Pekins, Nancy Webb
2. Approval of agenda moved by Susan and seconded by Nancy. Under Chair Updates the approval of the holiday calendar for 2018 was added.
3. Approval of minutes from public and non-public meetings in December will occur at a future meeting.
4. Public Comments: One public comment was reported by Roni from someone voicing concern about a feeling of tension among the library staff. Jenna recommended that we make note of person's concern and then express our support of Rose as the Director.
5. Treasurer's Report was given by Bill covering both November and December. We approved the \$552.01 in additional revenues and the \$7,262.25 in expenses for November and December. The YTD expenses are \$35,510.42. The unanticipated funds of \$2,263.55 were moved from the donations category to pay expenses for the Story Walk.
6. Ad hoc personnel policy committee reported via Charlotte that they are looking for guidance about whether to align the DPL employees' vacation and health insurance policies with the Town of Durham's policies. The concern among the Trustees is that DPL employees may have less take-home pay if such an alignment were made. The intent is to inform the employees that such a policy change is being considered. Adopting particular codes of conduct such as exist at other libraries and government entities will be considered by the personnel policy committee. The personnel policy committee had intended to use the Hampton's Lane Library Personnel Policies as a guide, but, on legal advice from Town attorney Laura Spector Morgan, will keep the Personnel Policy in line with the Town of Durham Personnel Policies insofar as possible. Some of the good ideas from the Hampton Library policies can be incorporated under a Procedures Manual.
7. Director's Report from Lisa Kleinmann was given by Jenna.
 - Rose came into the Library on the weekend to pay Library bills.
 - Locks on the front door stopped working until Hana tried the Master Key. A locksmith came today to work on the locks.
 - Lisa has filled all hours that were needed to be covered in January
 - Charlotte will encourage Lisa to schedule time for herself to accomplish the administrative responsibilities she has taken on. The Board knows this will mean

additional sub hours will need to be scheduled, but wants to make sure that Lisa does not burn herself out.

- Nancy Miner's last day as a Library employee will be tomorrow (1/11/18)

8. Chair Updates

- a. Jenna and Anne met with People's United Bank about opening an account for depositing some checks from the Annual Appeal in order to pay Trustee bills.
- b. The Board unanimously approved (Charlotte moved; Susan seconded) that Anne Knight be designated Assistant Treasurer with signatory rights.
- c. The Board unanimously approved (Susan moved; Charlotte seconded) that Jenna Roberts and Anne Knight open an account at People's United Bank, designated as the current year Annual Appeal Account.
- d. The Board authorized (Susan moved; Charlotte seconded) the closing of accounts at Citizen's Bank and Federal Savings Bank, placing the funds into the People's account. The funds will be distributed among appropriate sub-accounts as described in the April 19, 2017 Board of Trustees meeting.

9. Friend's Report from today's annual meeting:

- Issues were raised about the appropriate handling of invoices from various museums for museum passes and it was determined that the Library staff should contact Gail Jablonski at the Town Office about whether the Town has paid any invoices for museum passes and inform Johanna (Friends' Treasurer).
- Nancy reported that Jenna's marvelous poem written by Jenna and read by Anne to the Friends was well received and much appreciated by Luci Gardner (retiring Friends Chair)
- New officers were elected by the Friends: Deborah Hirsch Mayer was elected Chair and Alix Handelsman was elected Vice Chair.
- Upcoming election for Trustees was mentioned since some people have expressed an interest in serving as a Trustee.

10. Old Business: None

11. New Business: Review of the proposed Holiday Calendar as presented by Charlotte based on the Town's Calendar. It was unanimously approved (without including December 31 as a holiday)) after being moved by Susan and seconded by Caroline. Lisa will be informed to post this calendar on the website and inform the staff.

12. No Non-Public Session was needed.

13. The meeting adjourned at 8:20 pm.

Submitted by Anne Knight

BOT MEETING SCHEDULE IN GREEN—all meetings start at 6:45 unless posted otherwise.
ALL OTHER MEETINGS OR IMPORTANT DATES ARE IN BLUE

Meeting/Event Dates	Annual Topics from BOT strategic plan calendar
1/24/18	Board Workshop—organizational plan; finalize operating budget; Director Evaluation review process
2/13/18	Board Meeting—Director submits annual goals for review—hold hearing to accept annual appeal funds >\$5k; determine date to close annual appeal
2/21/18	Board Workshop; Reconcile previous year's budget
3/14/18	Board Meeting--Quarterly goals check in with Director—hold hearing to accept annual appeal

	funds >\$5k; —Revise budget to include allocation of annual appeal funds
3/13/18	Town Elections
3/28/18	Board Workshop--New Board Member(s) first mtg—elect Board leadership?
4/11/18	Board Meeting—elect Board leadership?
TBD—4/18/18	Board Workshop—Annual review of policies with new committee members; establish ad hoc committee(s); Annual Report Completion (put on website and send to TC)