

Durham Public Library

Board of Trustees Meeting

Minutes January 11, 2017

Approved 3/8/17

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

Trustees Excused: Roni Pekins and Toby Ball

Staff in Attendance: Judy Haskell

Notes taken by: Dianne Thompson

Meeting was called to order at 6:53 pm.

1. Approval of Minutes: Bill motioned to approve the November 16 and 11/30 2016 minutes, Susan seconded. Discussion about how and when staff salaries were determined and whether they were missing from the minutes. Amend minutes to include: consensus of the trustees that hourly employees will receive same salary rate (this does not include substitutes). Motion carries unanimously with amendment.
2. Public comments:
 - a. Mary Caufield and Judy Haskell thank you for staff party. From Judy, Suggestion sheet “this is pretty amazing library”. Note from patron, Kathy Short singing praises of library.
 - b. Durham Professional Firefighters Association thanked library for participation in toy drive.
3. Treasurer’s Report: Bill presented.
 - a. Motion to accept unanticipated funds in the amount of \$3459.28 made by Charlotte, Diane seconded. Motion passed.
 - b. Charlotte wondering if there’s a way to account for cookie money to insure it goes to Children’s – it does go into restricted fund, but as of now, there has been no true coordination. This will be fixed moving forward.
 - c. Diane and Jenna will write thank you to Doug Benck’s for new signs in front of library which he generously paid for.
 - d. Total year’s expenses were \$62,929.50. Susan moved that we accept the expenditure of \$1181.99, Diane seconded. Motion passed unanimously.
 - e. Bill is being trained by Citizen’s Bank to increase his ability to bank online.
 - f. Bill will investigate other banks to see what kind of services they provide and costs they require.

4. Discussed finalizing plans for funds that have been donated in memory of Lucy Habib and Sibylle Carlson. No action taken.
5. Susan was at staff meeting and concerned about cash register never balancing out at the end of the day.
 - a. There needs to be some discussion about how cash is handled as well as the register.
 - b. Will bring DPL staff leadership team together to discuss.
6. Director's Report:
 - a. 2016 expenditures came in at 98.21%!
 - b. Welcomed Lisa Harling as new Youth Library Assistant, recruiting new library page and have hired new substitute (was approved by Board last fall), Amy Kramer Perry.
 - c. Armida Geiger will be leaving on January 26th.
 - d. Judy recommend that Board does not need to participate in library page hiring process.
 - e. Susan moves that Library Director be authorized to hire a library page following appropriate library hiring protocols, Nancy seconds. Unanimous approval.
 - f. Discussed possibly changing newsletter publisher since Armida is leaving and she was the one who send this out.
 - g. Is there a policy regarding substitute hours? Was discussed by staff, subs should be logging in regularly to see what vacancies exist. Future agenda topic is to explore a substitute policy. How many sub hours are used by staff and how many by subs?
 - h. Who is going to handle intros for future programs until new hire? Board members offered help out.
 - i. Charlotte made motion, Charlotte second, to provide an Edible Arrangement as part of a going away event for Armida, not to exceed \$100. Motion unanimously passed.
7. Non-Public Session:
 - a. Charlotte moved to go into non public session per RSA 91-A:3:II, in accordance with statute (hiring and compensation), Susan second. Roll call vote taken, all approved.
 - b. Rose has broken her ankle and must delay start date. Jenna recommends a discussion to consider options, some ideas include: 1) we repost the position and see if we have someone superior while keeping Rose, 2) thanks but no thanks, move on, or 3) we will hold on and wait for her. Board members each weighed in on how to proceed.
 - i. Bill moved that we take no further action on Rose's employment until our next meeting in two weeks. Will have conversation with Rose in the meantime.
 - ii. Consider having Rose involved as a consultant and ask her when she plans on giving notice.
 - iii. Put a "no later than" as a start date in a contract and have her sign it. Susan is currently working on her contract.
 - iv. Also consider a "pre-contract" salary to include health insurance.
 - v. When will she give her notice? We will put out a press release once this happens. Judy willing to continue to work and with offer to cut back hours as needed.
 - c. Hiring of adult programming position
 - i. Judy, Nancy, Lisa and Jenna met about the position.

- ii. Judy and Jenna conducted an exit interview with Armida.
 - iii. Jenna has developed a description of the position.
 - iv. Discussed having a staff member fill in as interim adult program manager and wait for new Director to hire a permanent person.
 - v. Consensus for flexible hours—between 7-15, but not more than 32 hours.
Will meet with DPL leadership team before putting this out to staff.
Compensation will be the same as other hourly staff.
 - d. Dianne motions to close non-public session, seconded by Nancy. Roll call, unanimous.
8. Jenna, Charlotte, Judy, Nancy and Lisa will interview for interim adult program position.
9. Tabling annual report and budget until our next meeting on January 25th.
10. Annual appeal at \$26883.45. Will close appeal down in February and create a poster thanking donors.
11. New Business:
- a. Charlotte reported on recent workshop through NH Trustee's Association.
 - b. Dianne's term is expiring and she would like to transition off to do database only. Susan's term is also expiring.
 - c. Susan motioned that Judy be authorized to purchase a dehumidifier for the basement in an appropriate size, Charlotte seconded. Motion passed unanimously.

Motion to adjourned made by Carolyn, Susan second. Motion passed unanimously.

Adjournment at 9:31.