

Durham Public Library - Public Session  
Board of Trustees Workshop  
Friday, January 5, 2018; 2 pm-5:00 pm  
DPL Heritage Room

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Approved 4-11-18

Trustees present: Roni Pekins, Anne Knight, Nancy Webb, Jenna Roberts, Charlotte Ramsay, Susan Roman, Toby Ball, and Dianne Thompson.

Trustees excused: Bill Schoonmaker and Carolyn Singer

Staff present: Children and Young Adult Services Director Lisa Kleinmann

Workshop called to order at 2:05

1. Intention is to address short-term challenges to support Lisa Kleinmann (Children and Young Adults Services Director) while the Director is on medical leave until the end of January.
2. Nancy Miner's last day of work is January 11, but given that the Director is on leave, there are some administrative gaps. Lisa Kleinmann has made a list of what she needs help with to keep the library running smoothly. Lisa also needs to get key information from Nancy Miner before Nancy leaves.
  - a. The Board supports Lisa Kleinmann's suggestion that she ask staff to work extra hours as needed.
  - b. Lisa also needs to find out if the pages from last semester will return. If not, she needs to get new ones.
  - c. Bill-paying is a concern. We suggest that Lisa Kleinmann ask Lisa Beaudoin at the Town Business office for help as needed.
  - d. Adult volunteer schedule is not set. The concensus of the Board was to support Lisa's recommendation that there should be a moratorium on accepting new volunteers until staffing levels permit adequate supervision. Lisa needs the list of current volunteers from Nancy.
  - e. The concensus of the Board was that there should be extra coverage so that Lisa has enough time to perform the additional administrative responsibilities.
  - f. Nancy Miner orders adult fiction and Rose Bebris orders adult non-fiction. Lisa can make the orders. Hana can order DVDs. The Board agreed with Lisa's recommendation, if needed, to pay staff extra hours to accomplish this as it is important to maintain a robust collection.
  - g. We need to get passwords to various accounts from Nancy. Jenna will ask the Town to arrange for Nancy Miner's e-mail to be forwarded to Lisa/Rose.
3. Jenna and the Board expressed strong support for Lisa Kleinmann and empower her to function as Interim Director to run the library while the Director is on medical leave.
4. Jenna will reach out to Todd Selig to let him know that we may need additional town support (ex. Billing); Jenna will send out e-mail to staff about Rose's medical leave.

5. Departure of Adult Services Director Nancy Miner: 1. Would she be willing to participate in a transition meeting (with a member of the Board)?; 2. Exit interview? 3. As with any employee leaving, we need to remove access to e-mail and to the door code.
6. Adjournment at 3:40.

Submitted by Dianne Thompson

**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
1/1/18	New Fiscal Year Begins
1/10/18	Board Meeting—Director submits annual goals for review—hold hearing to accept annual appeal funds >\$5k; determine date to close annual appeal
1/24/18	Board Workshop—organizational plan; finalize operating budget; Director Evaluation review process
2/13/18	Feb Board Meeting—hold hearing to accept annual appeal funds >\$5k
2/21/18	Feb 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)