

**Durham Public Library  
Board of Trustees Meeting  
DRAFT Minutes October 11, 2017**

Trustees attending: Jenna Roberts, Charlotte Ramsay, Bill Schoonmaker, Susan Roman, Carolyn Singer, Nancy Webb, Anne Knight, and Dianne Thompson. Excused: Toby Ball and Roni Slavin Pekins.

Staff attending: Rose Bebris

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:55.

The agenda was approved. Bill/Nancy – unan.

The minutes from the two September meetings (9/13/17 and 9/27/17) will be approved at a subsequent meeting.

**Public Comment**

The Board received a thank you note from Lisa Harling expressing her appreciation for being able to attend the Horn Book Colloquium at Simmons College 10/7/17.

Bill noted that there is only one review of the DPL on Yelp and it is very negative.

**Director's Report**

Rose reported on library usage statistics. The Board agreed that quarterly reports would be sufficient (rather than monthly reports) and also agreed that year-end totals compared to the previous 2-3 years would be useful.

The proposed library budget (with modifications by the Town Administrator) was discussed. It was agreed that the Board officers and Rose would request a meeting with Gail Jablonski and Todd Selig to discuss the changes and their impact on library operations.

The current 2017 expenditures for the first 3 quarters are at 75.857%. Rose reported on staff development activities and on staffing. Nicole Moore's last day will be 10/21/17. Mia Brikiatis has been selected for the second UNH work study position.

**Building Issues**

- HVAC system. Rose contacted 5 companies and reviewed the responses with Mike Lynch, DPW Director. Mike's recommendation was to go with ENE's bid to repair the HVAC system for \$8490. Motion to do so made by Susan, seconded by Carolyn and passed unanimously. The consensus of the Board was to have ENE handle the yearly maintenance of the system (\$4680) as per Mike Lynch's recommendation. The yearly maintenance costs are covered in the DPW budget.
- The electric car charging station is no longer working. The consensus of the Board was that the charger is a Town responsibility.
- Bill reported that the door for Lisa Kleinmann's office should be installed by the end of the month.

## **Chair Update**

The annual appeal letter is in the works.

The Strategic Planning session for the Board and Rose will be Sunday, 10/15/17, 10:00 – 4:30. Jenna outlined an agenda and schedule. The Board authorized Jenna to buy supplies for the session not to exceed \$100. Charlotte/Bill – unan. The Board agreed to use trustee funds for pizza and salad for lunch.

The DPL will host a NHLTA regional meeting 5:30 – 7:30 10/12/17. Jenna will give a tour of the library to attendees from 5:30 – 6:00.

## **Treasurer's Report**

Motion that the Board accept \$739.52 in unanticipated revenue. Charlotte/Susan – unan. There were no expenses for the month of September, 2017.

## **New Business**

Susan raised the issue about charging for materials at library programs, concerned that the cost might keep people from participating. Discussion followed.

## **Old Business**

Bill raised the issue of a plaque to recognize the Town Council and others who played key roles in the building of the library. He had created a mock-up design for the plaque. After discussion the consensus was not to have a plaque and to use Bill's design on the library website and/or incorporate it into the library historical materials.

Carolyn Singer left the meeting at 8:10.

## **DPL Friends Report**

October is Membership Month for the Friends. In conjunction with encouraging membership renewals and new members' joining, a hand-cut jigsaw puzzle of the library is being raffled. The Friends are sponsoring a program on puzzle making Tuesday, 10/17/17 6:30-7:30 featuring puzzle maker Rose Stevens and generous donor of puzzles, Michael McKlurken.

## **Adjournment**

The meeting was adjourned at 8:33. Susan/Anne – unan.

## **Board of Trustees Meeting Schedule:**

**All meetings start at 6:45 unless otherwise posted**

10/25/17 Board Workshop – strategic planning next steps

11/8/17 Board Meeting

12/13/17 Board Meeting

Board Workshop meetings for 11/22/17 and 12/27/17 are canceled.