

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of Meeting 12/12/18

In attendance: Trustees Charlotte Ramsay, Anne Knight, Susan Roman, Nancy Webb, and Alternate Trustees Roni Pekins, Erik Waddell and Andrew Sharp along with Library Director Rose Bebris, Jessica Ross and Lisa Kleinmann. The Alternates were appointed as voting members. Trustee Carolyn Singer arrived at 6:50 PM.

Meeting called to order at 6:05 PM by Charlotte. Motion by Susan, second by Roni to approve agenda. Unanimous.

The Board received a thank you for partnering in events for Indigenous Peoples Day.

Minor corrections made to Minutes for 10/10 meeting. Motion by Anne, second by Roni to approve the minutes as corrected. Unanimous.

Motion by Susan, 2d by Anne to approve Erik to fill remainder of term for vacant seat. Motion by Charlotte, 2d by Nancy to name Anne treasurer. Both measures approved unanimously.

Anne Knight presented the treasurer's report with motion by Susan, second by Nancy to accept \$5181.90 in unanticipated funds. Unanimous. Reports by Charlotte and Anne re budget meetings with Town Council.

Rose presented the Director's Report. A copy shall be attached to the minutes. At Jan. meeting, Board will consider charging a fee for Notary Public services provided to non-residents. Discussion on holiday schedule for 2019. Motion by Roni, 2d by Susan to approve the schedule as recommended by Director except for Sat. after Thanksgiving. Unanimous.

Library closing policy will be discussed at next meeting.

Motion by Anne, second by Nancy to adjourn. Passed unanimously 7:03 PM.

Respectfully submitted,

Susan Roman

Director's Report December 12, 2018

Budget

As of December 1, 2018, library expenditures have consumed 88.110% of the budget. The Director's narrative and photographs from 2018 were submitted to the Town Administrator's office for inclusion in the 2018 Annual Report.

Facility Updates

A service tech from ENE attempted to replace the main control board for boiler 1. Unfortunately, the manufacturer sent the new part with the wrong software installed. As soon as the correct software arrives, ENE will be back to install the new part.

Technology Update

The quote for the new computers arrived today. Each work station will cost \$886.45. Please see attached.

Notary Service

As of January 2, 2019, the Town of Durham will start charging a non-resident, personal notary fee of \$5.00. The Town Clerk's Office would like to see this fee implemented town-wide.

Professional Development

Lisa Harling has been selected to serve on the Great Stone Face Committee. The Great Stone Face Book Award is given annually to an author whose book receives the most votes from 4th through 6th graders throughout the state.

Rose Bebris attended the "Creating Data-Driven Professional Development Pathways for Public Library Staff" webinar on December 12, 2018.

Thank you, Friends of the Library

The annual staff breakfast was held at Wentworth by the Sea on December 10, 2018. Library staff would like to thank the Friends of the Library for funding such a lovely event.

UNH Professional and Technical Writing Project

A team of students from UNH's Professional and Technical Writing class is creating new endcap signage and brochure templates for DPL.

Respectfully submitted,
Rose Bebris

Durham Public Library
November Treasurer's Report
(BOT Meeting:December 12, 2018)

CASH RECEIPTS FOR MONTH (11/1-11/21/18)	November	YTD	Former YTD
*Equipment (Copier and Fax)	\$137.40	\$1,536.15	\$1,398.75
*Late fees (Fines)	\$200.54	\$2,480.47	\$2,279.93
*Lost Books	\$0.00	\$739.61	\$739.61
*Coffee Money	\$10.00	\$290.31	\$280.31
Total Restricted Equipment Funds	\$347.94	\$5,046.54	
ADDITIONAL REVENUE FOR MONTH	November	YTD	
*From DPL Friends (Cookie Sales)	\$0.00	\$368.41	\$368.41
*From DPL Friends (Museum Passes)	\$0.00	\$1,498.00	\$1,498.00
*Out-of-Town Memberships	\$75.00	\$225.00	\$150.00
*Miscellaneous donations	\$18.96	\$191.63	\$172.67
**Other: NH Humanities & Children's Birthday Club	\$0.00	\$730.00	\$730.00
**Annual Appeal '18-'19	\$4,740.00	\$6,340.00	\$1,600.00
Total Additional Revenue	\$4,833.96	\$9,353.04	
TOTAL REVENUES	\$5,181.90	\$14,399.58	
EXPENSES FOR MONTH	November	YTD	
Total Expenses	\$0.00	\$26,259.59	\$26,259.59
People's United Bank	Beg Balance	Interest	BALANCE
Master Account	\$8,919.84		
FACILITIES FUND	\$245,494.49	\$210.35	\$245,704.84
UNRESTRICTED OPERATIONS	\$15,127.33	\$12.31	\$15,139.64
RESTRICTED GENERAL FUND	\$22,163.47	\$16.86	\$22,180.33
PROFESSIONAL DEVELOPMENT	\$20,006.37	\$15.22	\$20,021.59
FRIENDS OF THE LIBRARY	\$1,990.23	\$2.01	\$1,992.24
ENDOWMENT	\$51,374.67	\$39.07	\$51,413.74
PRIOR YEAR ANNUAL APPEAL '16-'18	\$35,610.64	\$17.35	\$35,627.99
CURRENT YEAR ANNUAL APPEAL '18-'19	\$7,165.00	\$11.19	\$7,176.19
RESTRICTED EQUIPMENT	\$18,736.13	\$13.82	\$18,749.95
TOTAL for sub-accounts as of 10/31	\$417,668.33	\$338.18	\$418,006.51

Note:Peoples Bank Statement 11/30/2018

Submitted by,
 Anne Knight, Assistant Treasurer
 DPL Board of Trustees