

**Durham Public Library - Public Session - Draft**  
**Board of Trustees**  
**Wednesday, December 13, 2017; 6:45 pm-9:00 pm**  
**DPL Heritage Room**

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Present: Roni Pekins, Anne Knight, Nancy Webb, Rose Bebris, Jenna Roberts, Charlotte Ramsay, Susan Roman, and Dianne Thompson

Meeting called to order at 6:55

1. Approval of agenda—Moved by Anne, seconded by Nancy. Remove the word “first” on item six. Approved
2. Approval of minutes—Minutes for 9-13-17, 9-27-17, 10-11-17, 10-25-17, 11-8-17, 11-16-17, and 11-28-17, public sessions only. Next time we will vote on minutes from 12-6-17. Anne moved to approve the minutes. Susan seconded. Anne made two corrections. Minutes approved as amended.
3. Public Comments – Bill Schoonmaker sent a note updating his health challenges and telling us how he plans to help with the treasurer duties transition to Anne Knight.
4. Treasurer’s Report—none
5. Non-Public Session—Motion to go into Non-Public Session as per RSA 91-A: 3; II; a , b—made by Susan Roman, seconded by Charlotte Ramsay. Roll call vote: Nancy Webb - aye, Anne Knight – aye, Roni Pekins - aye, Dianne Thompson - aye, Susan Roman - aye, and Charlotte Ramsay – aye. Non-public session began at 7:30.
6. Public session resumed at 8:30. Susan Roman moved to seal minutes of the non-public session. Nancy Webb seconded. Unanimous approval.
7. Ad hoc personnel policy committee report—process, status and first review re: personnel policy revisions— We have looked at some personnel policies from comparable libraries and ALA. Will model our policy on the Hampton Library. Need to look at the monetary impact of making changes to the Personnel Plan.  
The Committee also made the following recommendations for salary increases:
  - Increase the Director’s salary by 2% (\$1500) for 2018. Motion by Charlotte Ramsay, seconded by Susan Roman. Unanimous approval.
  - Adult Services Director (no increase)
  - Children and Youth Services Director increase by \$2000 in 2018 plus a bonus of \$2000 for 2017 in recognition of her increased workload and increased responsibilities. Susan Roman moved the \$2000 bonus for 2017 and Nancy Webb seconded. Motion passed, 4 in favor, 1 opposed. Susan Roman moved to raise the Children and Youth Services Director’s salary by \$2000 for 2018 and Nancy Webb seconded. Unanimous approval.
8. Director’s Report – Rose did not have anything besides items we have discussed.
9. Chair Updates
  - a. 2018 Budget – town budget hearing did not go well. Level of incivility was unacceptable. Jenna Roberts will address this

- b. Annual appeal - ongoing
- c. Meeting schedule –See below. A special meeting, DPL Personnel Planning Meeting, will be held 1-5-18 from 2-5 PM.. We will close the library at 2 PM.
- 8. Friend’s Report—next meeting will be Jan. 10. Slate of officers has been selected.
- 9. Old Business - none
- 10. New Business: Jenna Roberts will arrange for each staff member (full and part-time staff – eight total) to receive \$50.00. Charlotte Ramsay moved. Susan Roman seconded. All approved.
- 11. Adjourn: A motion to adjourn was made by Charlotte Ramsay, Susan Roman seconded. Unanimous approval. Meeting was ended at 9:30 PM.

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)