

Durham Public Library

Board of Trustees Meeting Minutes

Tuesday, February 13, 2018

DPL Heritage Room

Approved 4-11-18

Trustees present: Jenna Roberts, Bill Schoonmaker, Charlotte Ramsay, Susan Roman, Roni Pekins, Nancy Webb, and Dianne Thompson.

Trustees excused: Toby Ball, Anne Knight, and Carolyn Singer

Staff present: Director Rose Bebris

1. Approval of agenda—Meeting called to order at 6:49. Charlotte Ramsay moved to approve the agenda and Susan Roman seconded. Approved. Roni Pekins and Dianne Thompson were designated as voting members tonight.
2. Approval of minutes—none available tonight.
3. Public Comments— Jenna Roberts received a letter from the Durham Professional Firefighters' Association thanking us for letting the library be a drop-off center for the toy drive.
4. Treasurer's Report – Susan Roman moved to accept \$2287.67 of unanticipated expenses. Charlotte Ramsay seconded. Approved. Expenses for January of \$2848.20 for final payment on the Story Walk. This will come from Annual Appeal funds and the remainder of Sybil Carlson funds. Charlotte Ramsay moved to approve this expense. Susan Roman seconded. Approved. Annual Appeal, as of today, is \$21,826. Bill will close our account at Federal Savings.
5. Ad hoc personnel policy committee update— There was discussion about Adult Services Director Position. Adult programming may become part of this position as will technology, but we really need a person with strong communication and leadership skills. MLS degree is not a requirement. Posting should be done within the next two weeks. Recommendation from Board is that Rose Bebris will finalize the job description and write the posting. Susan Roman moved that we approve up to \$350 for posting expenses. Seconded by Nancy Webb. Approved
6. Director's Report— Rose Bebris said that we can use the general Library Assistants postings to advertise for replacements other than the Adult Services Director. We would use the model that Children's Service Director is employing so that all Library Assistants would be able to collaborate on things like programming. Rose Bebris says that she will handle coordinating things like inspections and facilities maintenance for the time being.

At some point, we may want to have an administrative assistant to handle these things. We will post the library assistants position after the posting for the Adult Services Director. One position is 19 hours/week. The second is twelve. We need to look at the budget to confirm the hours and benefits.

Rose Bebris presented the programming that Naomi is organizing for the next few months.

There are two workshops that Board members may want to attend: “Advocacy Bootcamp Workshop” on March 12 and the ALA “Library Transforming Community Workshop.” Rose Bebris will send out information; board participants will be reimbursed but they should register themselves.

The state Inter-library loans system has crashed. Margo is doing ILLs though e-mails and phone calls. There is money that the state has approved to replace it, but it has not acted yet.

7. Chair Updates—We continue to have some concerns with staffing and we want to support them. Jenna Roberts has suggested that the Board offers team training in conflict resolution and creating a more pleasant work environment. Consensus of the board is to empower Rose Bebris to arrange this and use Board funds for this.

Goal planning for the year for Rose Bebris. Three priority areas: (1) hiring of the 3 positions, (2) developing Strategic Development plan, process, and timeline, and (3) professional development plan for staff.

8. Friend’s Report—Friends did not meet because of weather.

9. Old Business—March 31 will be the close-off date for the Annual Appeal. Susan Roman will put this in the Friday updates and the library updates.

10. New Business— Meeting Room Use Policy should be looked at again. Should have an Ad Hoc committee to look at this – probably late spring. Need to revisit the Strategic Plan.

11. Adjourn - Susan Roman moved that we adjourn; Nancy Webb seconded. Approved. Adjourned at 8:28.

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
2/13/18	Board Meeting—Director submits annual goals for review—determine date to close annual appeal
2/21/18	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)