

Durham Public Library
Board of Trustees Meeting Minutes - Draft
Wednesday, February 21, 2018
DPL Heritage Room

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

1. Approval of agenda – Meeting called to order at 6:48 by Charlotte Ramsay. Susan Roman moved to approve agenda and Anne Knight seconded. Passed. Roni Pekins and Dianne Thompson are to act as voting members tonight.
2. Director's Report – included in the items below.
3. STAFFING
 - a. Move to accept Hana Bartos' resignation effective 3/2/2018. Susan Roman moved and Nancy Webb seconded. Approved. Rose Bebris will ask Hana if she would like to have a party. Roni Pekins will approach Hana to see if she would be willing to have an exit interview.

Issues that need to be discussed. (1) We discussed having a procedural exit interview process with employees who are leaving. This could be written or done orally. This might be done as a procedure rather than as a policy. (2) Discussion about use of subs. We rely on subs because we do not have enough operational staff. (3) Need more cross training.
 - b. Ad hoc personnel policy committee recommendations review – Susan Roman, Roni Pekins, and Charlotte Ramsay presented 5 recommendations.

(1) Align library personnel policies with town policies as far as feasible. Will work with the current town policy and see where we need to make changes. (2) gradually raise the health insurance contribution of full-time employees while insuring there is no net salary reduction and that COL raises are maintained. (3) and (4) deal with vacation and sick leave for all employees. If we hire new part-time library employees, should hire for 20 hour. (5) Schedule for raising of employee share of health insurance.
 - c. Update on posting of Adult Services Director position – Rose Bebris submitted an Adult Services Director posting. Trustees made a couple of editorial suggestions. Rose will revise and send it out to us electronically. She will post by Feb. 28.
4. Budget review: status as of 12/31/17 and 1/31/18 – Gail Jablonski has not reconciled the 2017 budget and the town will invoice us soon for the amount we owe.

5. Operations updates and needs. (1) It was agreed that Hana Bartos should take her personal monitor that she has been using for her work. (2) Rose Bebris has prepared the data on the museum passes for the Friends.
6. New Business: Anne Knight reported that we have a new account at Peoples Bank. She is also setting up procedures for getting the money that is collected at the library for things like late fees, etc. Bill has closed the Federal Savings Bank. Anne has put this into Peoples in a “Facilities” account. We will keep the Citizens’ Account open for the time being so that Bill can pay bills that he has been paying from Citizens.
7. Adjourn – Susan Roman moved to adjourn. Anne Knight seconded. Passed. Meeting adjourned at 8:30.

Submitted by Dianne Thompson