

# DPL Board of Trustees

## February 22, 2017 Workshop

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Approved 3/8/17

In attendance: Bill Schoonmaker, Susan Roman, Charlotte Ramsay, Jenna Roberts, Carolyn Singer, Nancy Webb, Roni Slavin Pekins, Dianne Thompson.

Excused: Toby Ball

Special guest: Chief Kurtz

Meeting called to order: 6:53PM

1. **Motion** to approve the agenda, Susan, second by Nancy. Agenda amended to include holiday 2017 schedule and substitute rates. Unanimously passed as amended.
2. Public comments: none
3. Chief Kurtz presentation: Touching base with groups in town to spread the word regarding the proposed new police department. Need a two thirds majority. \$1.96 million dollar bond for addition with goal to improve women's locker room, evidence room, record management. Facility should be able to handle 30 officers to grow into the future. Community Open House on March 11 from 9-12.
4. **Motion** to approve the proposed holiday schedule as determined by Director Judy Haskell. Susan motion, Bill second. Discussion about Thanksgiving holiday schedule, hours and compensation. **Accept calendar as proposed with the exception of July 3<sup>rd</sup> amended to noon- 4PM. Passed unanimously.**
5. Budget Discussion:
  - a. Substitute rates. Jenna, Charlotte, Nancy and Lisa met to discuss. Recommended that rate should follow the employee, so sub rate is for sub's only, regular employees will get their current rate. Will leave further discussion of staffing/when subs are needed for new director.
  - b. Chair requested from Treasurer—bank balances for start of January '16 and end of December '16 for 2016 annual report.
  - c. we spent less in 2016 than anticipated, primarily due to change in salary for director (when going to interim).

- d. Bank accounts. Thoughts about consolidating funds into one bank, preferably in Durham instead of banking in Dover. Bill is discussing with People's Bank to see what fees will be.
- e. Need to come up with a mechanism so that payment for bills are coming from the correct accounts.
- f. Chair created an operating budget so that Director will be accountable to making payments from specific accounts/line items.
- g. **Motion:** Susan moves to approve the 2017 DPL operating budget (version 2-21-17), second by Dianne. Motion passed unanimously.

#### 6. Director's Contract Discussion

- a. One change, staff members are technically town employees according to the IRS (even though legally, they are library employees) as we share the same tax id number. Section 3a of contract was edited to reflect this fact.
- b. Addition of one time stipend needed in document.
- c. Changes in retirement language needed. Susan will make edits.
- d. Charlotte proposed an ad hoc subcommittee to review the library's personnel policy.

#### 7. Notes/Future Items:

- a. Fix staff titles on the website.
- b. Add to next agenda – proposed new plaque from the town.
- c. Add to future agenda: discussion of an ad hoc subcommittee to review the library's personnel policy.

- 8. Motion by Bill to adjourn, second by Susan. Motion passed. Meeting adjourned at 8:35PM.

Respectfully submitted,  
Roni Slavin Pekins