

**Durham Public Library
Board of Trustees Workshop Meeting
Minutes March 22, 2017**

Approved 4/5/17

Trustees attending: Jenna Roberts, Charlotte Ramsay, Bill Schoonmaker, Susan Roman, Nancy Webb, Anne Knight, Roni Pekins, Toby Ball.

Staff attending: Judy Haskell, Director

Minutes recorded by: Charlotte Ramsay.

Meeting was called to order at 6:45.

1. APPROVAL OF AGENDA

The agenda was approved as amended, with rearrangement of items. Bill/Nancy – unanimous

2. PUBLIC COMMENT

There was no public comment.

3. CHAIR UPDATES

- Jenna introduced and welcomed newly elected Trustee Anne Knight.
- Toby Ball, Roni Slavin Pekins, and Dianne Thompson have agreed to serve as Alternate Trustees for 2017-18. The Board agreed to forward their names for Town Council appointment.
- Charlotte will update contact information for trustees and senior staff. Copies will be emailed to all parties and a copy placed in the Dropbox.
- Jenna reviewed the definitions of exempt vs. non-exempt employees. Because of miscommunications, the Assistant Director/Director of Adult Services and the Director of Young Adult and Children Services have continued to be paid as hourly non-exempt employees, rather than as salaried, exempt employees. Jenna, Charlotte, and Susan will continue working with the Town of Durham to get this issue resolved.
- Jenna gave a brief update on the incoming director's status. The Board agreed that it would be helpful to have Rose serve as a consultant to the DPL in the coming weeks, but understand that we must be certain that this is legal. Rose expects to be able to start work at the DPL in mid May.
- Jenna will forward the corrected draft of the **director's contract** to Rose for her comments. **The Board will discuss at the April 5 board meeting.**

(Toby left the meeting shortly before 8:00.)

4. TREASURER'S REPORT

- Bill has begun talks with two banks interested in holding our accounts, Peoples United and Federal Savings.
- Using the March 8 draft minutes as documentation of trustee approval, Bill will reimburse the Town of Durham \$17,209.91 for 2016 library expenses in excess of the

Town allocation.

- After discussion there was consensus to have eight accounts, reorganized and reduced from the 12 current accounts. **Action Item for 4/5/17: To vote on account consolidation and closing out our accounts at Citizens Bank.** The 8 accounts are:

Operating Fund – Unrestricted

Account for income from fines, lost books, equipment, and coffee

Operating Fund – Restricted

Professional Development Fund

Endowment Fund

Facilities/Building Fund (Hogan, Milne, Unrestricted Building Fund)

Annual Appeal Fund

Friends of the DPL Fund

Susan left the meeting shortly after 8:00.

5. MISCELLANEOUS ITEMS

- The Trustees and Friends will each have their own mail basket at the Library.
- NHLTA Conference May 23, 2017. Register and mail in check for \$65.00 if you want to go. Treasurer will reimburse you for the cost. Charlotte and Anne are planning on going and would be glad to carpool with other trustees.
- Jenna raised the issue of the need for an outside person to work with the senior staff on professional development. Perhaps someone at UNH?

The meeting was adjourned at 8:35. Anne/Nancy – unanimous

Board of Trustees Meeting Schedule: (Please note change in dates for April.)

4/5/17 Board Meeting

4/19/17 Board Workshop

5/10/17 Board Meeting

5/24/17 Board Workshop

Topics for Future Discussion and/or Action

1. Need for a bookkeeper
2. Discussion of Personnel Policies and appointment of subcommittee to revise with staff input
3. Discussion on Endowment Fund