

# Durham Public Library

## Board of Trustees Meeting

### Minutes March 8, 2017

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Approved 4/5/17

**Trustees attending:** Bill Schoonmaker, Charlotte Ramsay, Toby Ball, Dianne Thompson, Susan Roman, Carolyn Singer, Jenna Roberts, Nancy Webb, and Roni Pekins

**Staff attending:** Judy Haskell

**Minutes recorded by:** Charlotte Ramsay

Meeting was called to order at 6:48.

#### 1. APPROVAL OF AGENDA

The agenda was approved with the addition of two items under Old Business (1. Plaque to commemorate the building and opening of the new library and 2. Review of the Art Display Policy). Bill/Susan – unanimous

#### 2. APPROVAL OF MINUTES

The minutes from the last four meetings (January 11, January 25, February 8, and February 22) were approved with two minor corrections. Nancy Webb's name was added in to the 1/25/17 minutes as an Excused Trustee and the spelling of Police Chief Kurz's was corrected in the 2/8/17 minutes. Nancy/Susan – unanimous

- Jenna and Charlotte reported to the Board a new division of responsibility. As vice-chair Charlotte will record minutes and track items for discussion and action for both Board meetings and senior staff meetings.

#### 3. TREASURER'S REPORT

- February Treasurer's Report from Bill Schoonmaker:
- Motion that the Board accept \$457.91 in unanticipated revenue. Susan/Dianne – unanimous
- Motion to approve expenses of \$707.96. Carolyn/Dianne – unanimous
- Motion to authorize Treasurer to issue a check to the Town of Durham in the amount of \$17,209.91 for FY 2016 library expenses. Carolyn/Susan – unanimous
- It was agreed that the 2016-17 Annual Fund Appeal will be closed out as of 3/8/2017. Any additional funds received will be credited to the 2017-18 Annual Fund.
- Bill will recommend to the Board which bank(s) to use for Trustee funds and how best to consolidate the funds.

#### 4. DIRECTOR'S REPORT

- The Durham Recreation Dept. requests the use of the Oyster River room for yoga classes in the evenings when no library programs are scheduled. The Board unanimously endorsed partnering with the Rec Dept to provide space for their yoga classes with the understanding that library programs will be given priority.
- The Board discussed how to handle when someone wants a room and isn't able to get one – who to contact to be informed of available space and/or cancellations. The Senior Staff will

give their input at their next meeting 3/15/17.

- Judy Haskell will reduce her hours from 24/week to 18/week beginning April 1, 2017. She will work M-W-F.
- It was agreed that there should be an upcoming professional development session for all staff focused on team building/conflict resolution.
- The Senior Staff (Judy, Nancy, and Lisa) are having regular quick check-ins with each other that are proving to be helpful.

## 5. CHAIR UPDATE

- Rose Bebris is still aiming for an early May start as DPL Director.
- Susan will finalize the proposed Director's contract and email to the Board for final review. Get any suggestions to Susan ASAP. Once Susan sends out the contract to the Board, Jenna will send to Rose for her edits.

## 6. BUILDING ISSUES

- Bill agreed to follow-up on (1) dehumidifier for the basement (2) damaged column in front of the library and (3) the door for Lisa Kleinmann's office.

## 7. FRIENDS OF THE DPL REPORT

- Susan, Roni, Nancy, and Charlotte reported on the Friends of the DPL meeting 3/1/2017. The Friends allocated \$2500 for the 2017 Summer Concerts. There were questions about how the musicians are selected.
- The Friends late fall Membership Drive will feature a raffle of a special Mike McClerken wooden puzzle featuring pictures of the library.
- The Friends would like to have membership eventually return to a January 1 – December 31 basis.

## 8. OLD BUSINESS

- Online Fundraising
  - Dianne reported on JustGive, on-line software aimed at non-profits.
  - The Board agreed to use the Town's EIN.
  - Dianne will work with Bill to select a bank account that will be used to receive the donations.
  - Dianne agreed to be an alternate trustee for 2017-18 and to continue to manage the database for the Annual Appeal.
- Art Display Policy
  - An in-depth discussion of the Art Display Policy was postponed to a future meeting.
  - Roni and Carolyn agreed to work on needed revisions to this policy and other topics that may arise as part of this discussion.
  - In the meantime, the policy is clear that prices for art work are NOT to be displayed. A sign indicates that the artist can be contacted directly if a person is interested in purchasing. Artists are free to make their contact information available.
- Building Plaque
  - The Board discussed the proposed plaque to commemorate the building and opening of the new library. The consensus was to have a simple plaque.
  - Jenna and Bill will bring back a proposed design.
- Bulletin Board Additions

- Jenna advocated for a board on which questions/suggestions from patrons would be posted accompanied by staff answers and/or action taken. Carolyn agreed to design.
- Nancy volunteered to work on a display of staff and Trustee photos/names.
- Board of Trustees Meeting Schedule:
  - 3/22/17 Board Workshop
  - 4/12/17 Board Meeting
  - 4/26/17 Board Workshop

## **9. FUTURE DISCUSSION AND/OR ACTION**

- Need for a bookkeeper
- Discussion of Personnel Policies and appointment of subcommittee to revise with staff input
- Discussion of Room Use Policy (on hold for the new Director.)