

**Durham Public Library  
Board of Trustees Workshop  
Minutes April 19, 2017**

Approved 5/10/17

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

Excused: Carolyn Singer and Dianne Thompson

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:50.

The agenda was approved. Susan/Anne - unanimous

There was no public comment.

**Updates from the Chair**

- Jenna discussed the use of job titles Library Assistant versus Assistant Librarian. The former title was to give a baseline position in comparing the Durham Library to other libraries in terms of staff pay. After discussion, we agreed we need the input of the incoming library director, Rose Bebris, and therefore the decision will be deferred until her arrival.
- Rose Bebris will be able to begin work at the DPL sometime between Monday, May 22 and Tuesday, May 30, 2017.
- Jenna relayed a request from Interim Director Judy Haskell to hire an additional library assistant, Rebecca Kibler. She has library experience, is available to work Tuesday evenings and comes highly recommended. Motion to hire Rebecca Kibler made by Charlotte, seconded by Susan. – unanimous

**Treasurer's Report from Bill Schoonmaker**

- Bill recommended that the Trustee funds be consolidated at People's United Bank, citing convenient location, all the money can be insured, higher rate of interest, and monthly service fees waived. (See attached People's United proposal sheet.)
- After discussion the consensus of the Board was to have 9 funds:
  1. Facilities Fund (Unrestricted Building Fund, Hogan Fund, and Milne Fund)
  2. Unrestricted Operations Fund (unrestricted memorial gifts and leftover building \$)
  3. Restricted Fund
  4. Restricted Professional Development Fund
  5. Friends of the DPL Fund
  6. Endowment Fund
  7. Prior Year Annual Fund
  8. Current Year Annual Fund
  9. Equipment, Fines, and Lost Books Fund

Motion to direct the Treasurer to consolidate the library funds in accordance with the list6 above and to work with the Chair to transfer the 9 funds to People's United Bank. Susan/Anne – unanimous

### **On-boarding Rose Bebris as Director**

The Board discussed ideas for welcoming, orienting, and introducing Rose. Tentative plan is to have Rose shadow staff and overlap with Judy Haskell M-W-F the first week. Special staff meeting with coffee and food Rose's first day, and an evening welcome reception the first week in June. Plans for Rose meeting the Friends and the Town Council were also discussed. Trustees will have opportunities to socialize with Rose during the first few weeks (lunch, coffee, etc.) Trustees will need to prioritize issues carefully and keep less pressing ones in our “parking lot”.

### **Thank-you party for Judy Haskell**

The Board thought a day-time gathering with staff, trustees, and Friends' officers invited would work well. Input from senior staff will be sought.

Meeting adjourned 8:21 Charlotte/Nancy – unanimous

### **Board of Trustees Meeting Schedule:**

5/10/17 Board Meeting	5/23/17 NHLTA Annual Conference
5/24/17 Board Workshop	
6/14/17 Board Meeting	
6/28/17 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. Art Display, conflict of interest, Unattended Child policies plus review of all policies
4. Budget concerns re overspending in part-time personnel line
5. Building maintenance: Town's responsibility vs. library
6. Candidates for future trustee openings
7. Endowment Fund