

**Durham Public Library  
Board of Trustees Minutes  
April 5, 2017 Meeting**

Approved 5/10/2017

Trustees attending: Jenna Roberts, Charlotte Ramsay, Susan Roman, Carolyn Singer (arrived 7:03), Nancy Webb, and Roni Pekins

Excused: Toby Ball, Bill Schoonmaker, Dianne Thompson, and Anne Knight

Staff attending: Judy Haskell

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:50.

The agenda was approved. Susan/Nancy – unanimous

The minutes from the March meetings (3/8/17 and 3/22/17) were approved. Roni/Susan – unanimous

Public Comment

There was no public present. Jenna reported on a patron complaint regarding an unattended child under age 10. The Board discussed the policy and how the situation was handled by the staff. Jenna will call the patron who complained.

Treasurer's Report

Unanticipated funds in the amount of \$479.78 were accepted. Susan/Nancy – unanimous  
The only March expense was the previously approved payment to the Town of Durham of \$17,209.91 for 2016 budget reconciliation.

Building Issues

The library staff called private repair companies for a heating issue and for the elevator. There was a brief discussion of regarding what repairs are the Town's responsibility and what are the library's responsibility.

Interim Director's Report

Judy reported on the search process for substitute library assistants. Six candidates were interviewed and four are recommended for hire, all with experience working in libraries and available for the times we need coverage (evenings, weekends, and summer). Motion to approve the hiring of Sheryl Bass, Amy Plante, Jessica Ross, and Mel Graykin as substitute library assistants at \$15/hour, subject to satisfactory completion of reference checks and background checks. Charlotte/Susan – unanimous.

The Board discussed Judy's hours (now at 18 hours/week, working M-W-F) and agreed her last day as Interim Director would be May 26, 2017.

Some of the staff titles on the website still need to be changed. Judy will take care of this.

### Chair Update

Jenna reported that Rose Bebris anticipates starting work in mid May, but no later than June 1, 2017. Rose had no edits to the draft contract except for the start date.

Jenna reported on the meeting with Gail Jablonski and the issue of being over-budget in personnel expenses for part-time employees.

The need for updated/revised personnel policies was discussed. The trustees present agreed to obtain a copy of the personnel policies of selected libraries. Charlotte will assign each trustee the name of a library from a list of towns that Durham and the library use for comparison purposes.

### Friends of the DPL Report

The Friends meeting focused on museum passes and how best to sell donated books.

The meeting was adjourned at 8:31. Susan/Charlotte - unanimous

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

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. Review of Unattended Child Policy: Should staff escort the child to the parent?
4. Candidates for future trustee openings
5. What building maintenance issues are Town responsibility and what are library?