

**Durham Public Library
Board of Trustees Meeting
Minutes May 10, 2017**

Approved 9/13/17

Trustees attending: Jenna Roberts, Charlotte Ramsay, Bill Schoonmaker, Carolyn Singer,
Nancy Webb, Anne Knight, Roni Pekins

Trustees excused: Susan Roman and Dianne Thompson

Staff attending: Judy Haskell

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:45.

The agenda was approved with dates corrected. Anne/Toby – unanimous

The minutes from the 4/5/17 and 4/19/17 meetings were approved. Toby/Roni – unanimous

The Board had a phone call with incoming Director Rose Bebris. She will begin work 5/30/17.

April 2017 Treasurer's Report from Bill Schoonmaker:

Motion that the Board accept \$734.55 in unanticipated revenue. Nancy/Anne – unanimous

Motion to approve expenses of \$417.30. Anne/Charlotte – unanimous

Interim Director's Report

Total expenditures for the first 4 months of 2017 are in line with the budget.

Four **color copier** quotes were received. Judy Haskell recommends the purchase of the Sharp MX 4070n which prints rapidly, costs less per copy and has excellent resolution. The service charge per month is \$18.75 and if we pay up front for 4 years we get a 5th year.

Motion made to purchase this copier with a 5 year service agreement with the money to come from the Equipment, Fines, and Lost Books Fund and from the Unrestricted Operations Fund. Jenna/Bill - unanimous

Bill agreed to check on the newly arrived dehumidifier for the basement, plus continue working on getting the door to Lisa Kleinmann's office ordered and installed and on the repair of the damaged column in front of the library.

Chair Update

Jenna reported on the Senior Staff meeting. She will meet one-on-one with Lisa and with Nancy to discuss staffing and how the library is running from their perspective. She proposed management training for Rose, Nancy, and Lisa together to help them work more effectively as a team. The Board agreed this would be a good idea.

Jenna will write up a proposed on-boarding schedule for Rose and will get input from senior staff. The Board will discuss and finalize at its workshop meeting 5/24/17.

There was some discussion about Durham housing for Rose for her first week so she wouldn't have to commute to Pelham.

Friends of the DPL Report

The Friends are having one-day book sale June 10, 2017. They would like to purchase a gift of some sort in memory of Sally Hochgraf who died recently. Sally was very active in the Friends for many years.

Old Business

Judy Haskell will compile a contact list of staff members' work emails and their phone numbers and place it in the Trustee's Drop box.

New Business

Anne Knight attended a Right to Know workshop and raised questions about trustees emailing each other. The rules for conforming with Right-to-know laws were reviewed.

There was discussion about how best to welcome Rose to Durham and about having a “meet and greet” reception for her.

Bill, Anne, and Charlotte will be attending the NHLTA conference in Concord 5/23/17.

The meeting was adjourned at 8:35. Carolyn/Nancy - unanimous

Board of Trustees Meeting Schedule:

5/24/17 Board Workshop

6/14/17 Board Meeting

6/28/17 Board Workshop