

**Durham Public Library  
Board of Trustees Meeting  
Minutes June 14, 2017**

Approved 9/13/17

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

Staff attending: Rose Bebris

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:50.

The agenda was approved with minor changes. Susan/Nancy – unanimous

Approval of the minutes from the May 10 and 24 meetings was postponed until the next Board meeting 7/12/17.

**Public Comment**

Thank you notes from Judy Haskell and Gretyl Macalaster were read.

Anne Knight's packet of materials on the history of the library property was received.

Jenna reported on her conversation with a reporter writing a story on Rose Bebris.

**Director's Report**

Rose handed out library statistics for January – May 2017.

The transition from Judy to Rose was hampered by the Town cutting off computer access for Judy, but access was eventually restored.

Building Issues

1. HVAC malfunction has taken a lot of Rose's time. One condenser, possibly two are out, making for a very warm library during the recent heat wave. The HVAC system has not worked properly from the beginning and the Board agreed that it is time for a permanent fix. Bill recommended that Rose call Jeff Stone of Sam Mechanical as a starting point and will research other firms to evaluate the system.

2. There was a gas leak in the basement which Unitil fixed. The piping to the gas fireplace in the Heritage Room needs to be changed as it is not grounded. DPW will handle replacing the piping with the correct kind.

The Board agreed that there should be carbon monoxide detectors in the basement and in the Heritage Room.

3. Deficiencies cited in the 2017 Fire Inspection are being addressed.

4. The door for Lisa Kleinmann's office will be ordered.

5. No “spring clean-up” of the library's grounds and flower beds has been done. The DPW won't be able to do it, so the Board recommended that Rose hire a firm to do the work. Dianne recommended John's Landscaping owned by John Crooks.

Copier

The color copier is installed and working well. It doesn't do stapling and Rose will check whether stapling can be added. Prices for both color and black&white copies will be

advertised.

#### Library Organization/Record Keeping

Rose discussed some best practices for handling personnel files, petty cash, and retention of records. She is making changes to insure that the library is following best practices.

#### Scheduling of staff and use of subs

The library is over-budget for part-time staff and substitutes. Use of subs for any leave or vacation must now first be approved by Rose. Rose will also evaluate staffing levels generally and coverage of the circulation desk in particular. She hopes to be able to use hour by hour circulation records to identify the busiest times. Cross-training of staff and staff flexibility in covering for each other will both be helpful.

#### Staff Training

Rose emphasized the importance of staff training and the importance of positive customer interaction.

### **Chair Updates**

Jenna commented on aspects of the Director's report and emphasized the importance of internal and external communications. Trustees need to be very careful not to "speak for the Board" unless they have been authorized to do so.

### **Treasurer's Report for May 2017**

Motion that the Board accept \$457.91 in unanticipated revenue. Charlotte/Susan – unanimous  
There were no expenses in May.

### **Friends of the DPL Report**

The Friends book sale raised \$714.50. Books were sold for \$5/bag plus several wooden puzzles were sold during the week previous, with the sales handled by the library staff. The sale was very well-organized thanks to Beth Newkirk and many volunteers.

The Friends also collated the materials and stuffed 350 bags for the Summer Reading Program

### **Old Business**

None was discussed.

### **New Business**

Roni will do a doodle poll to identify a Sunday in September or October for the Board strategic planning session.

The meeting was adjourned at 8:55. Charlotte/Susan – unan.

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

The Board will meet once a month over the summer on the second Wednesday.

7/12/17 Board Meeting

8/9/17 Board Meeting

9/13/17 Board Meeting

CANCELLED: Board Workshops 6/28/17, 7/26/17, and 8/23/17

