

**Durham Public Library
Board of Trustees Meeting
Minutes July 19, 2017**

Approved 9/13/17

Trustees attending: Jenna Roberts, Charlotte Ramsay, Nancy Webb, Roni Pekins, and Dianne Thompson and Anne Knight. Excused: Toby Ball, Bill Schoonmaker, Susan Roman and Carolyn Singer. Alternate Trustee Roni Pekins is a designated voter in order to have a quorum of 5 voting trustees.

Staff attending: Rose Bebris

Minutes recorded by Charlotte Ramsay

Meeting was called to order at 6:49.

The agenda was approved. Nancy/Anne – unanimous

Approval of the minutes from the 5/10/17, 5/24/17 and 6/14/17 meetings was postponed until the next Board meeting 8/9/17.

Public Comment

There was no public comment.

Director's Report

- Library statistics for January – June 2017 were handed out.
- Through the first half of 2017 (1/1/17 -6/30/17), 48.85% of the budget has been spent..
- **The Library will host a NHLTA regional meeting 10/12/17 from 5:30 – 7:30. The Trustees will give a tour of the library to attendees from 5:30 – 6:00.**
- The Summer Reading program has approximately 343 registered participants and is going very well.

2018 Budget

Rose reported that the proposed budget for 2018 is due to the Town 8/25/17. Wages and health insurance contributions should be turned in ASAP to Barbara Ross.

After discussion, the Board instructed Rose to prepare a status quo budget for 2018, with wages/salaries increasing 3%. The increase in wages may be adjusted depending on the Town Administrator's recommendations for wage increases.

Jenna, Charlotte, Bill (if he has the time), and Rose will work on the 2018 budget.

Building Issues

The HVAC system is at least partially working. Rose is soliciting 3 written bids from firms to both repair/replace existing parts and to evaluate the entire system (controls and equipment) which has not worked well from the beginning. Sam Mechanicals has submitted an estimate of \$6800 to replace a leaking coil and to charge it with refrigerant.

Oyster River Community Reads

The Community Church of Durham is organizing a Community Read program, featuring

Waking Up White by Debbie Irving. Lisa Kleinmann and Naomi Kornhauser will be the library representatives on the planning committee. The Board agreed that the DPL will not be the fiscal agent for this undertaking, but will support and participate in any way appropriate.

Chair Updates

Memorandum of Understanding with organizations bringing volunteers to the DPL

Certain local organizations (like Easter Seals) bring in volunteers to work in the library. Jenna is recommending that the Library have MOUs with all such organizations, specifying that the organization is responsible for paying for background checks on their volunteers. In addition, the MOU will spell out expectations for the volunteers including supervision and what times they are to come.

Fines for overdue books

Jenna noted that there is confusion over fines for overdue books, both the amount charged and whether patrons lose the privilege to check out additional books when the fines reach a certain amount. The library goal is to get the books back, not to make money. The library's philosophy is to make access to library materials easy.

Library Policies

With Board approval Rose is removing all copies of policies from the DPL website. Some of these are not in final form (red editing), some are not dated, and some are not the current policy. At Jenna's request, Trustee Susan Roman has agreed to work with Rose to review and revise policies and bring them to the board for approval. The quick, initial goal is to sort them into 3 categories: (1) Policies that are satisfactory and which have dates of approval (2) Policies that need only minor revision, and (3) Policies that need major revisions.

Professional development/Staff training

After discussion, the Board agreed to use money from the Professional Development Fund to have an outside consultant work with the staff and evaluate how the library is operating.

Job Descriptions

Jenna will send Rose the most recent versions of the job descriptions for the Assistant Director & Adult Services Director and for the Children and Youth Services Director. Rose will rewrite these and get them to the Board before the August 9 meeting. **Board members need to review the revised job descriptions and be ready to approve them August 9.** This is an important way the Board can support Rose as she defines staff roles and responsibilities and clarifies chain of command issues.

Collections Policy

There was discussion about the library Collections Policy especially in regard to best sellers such as *The Fireman* by Joe Hill.

Periodical Procurement

Rose is having the library switch to using magazine subscription services to order all our periodicals. The library submits a list of all the periodicals we want to 3 vendors and goes with the low bid. No more invoices for just one subscription or need to remember multiple renewal dates!

Treasurer's Report for June 2017

Motion that the Board accept \$1184.70 in unanticipated revenue. Anne/Roni – unanimous
Motion to approve expenses of \$235. Charlotte/Nancy – unan.

Motion to authorize the Treasurer to pay \$7013 for the color copier with the funds to be taken from the existing Equipment Fund. Anne/Roni – unan.

Friends of the DPL Report

There was no report as the Friends did not meet in July. Their next meeting is 8/2/17.

Old Business

The Board Strategic Planning session will be Sunday, October 15, time TBD

New Business

Roni reminded us that we need to begin work on the Annual Appeal. Jenna will touch base with Carolyn about writing the appeal letter.

The meeting was adjourned at 8:48. Charlotte/Roni – unan.

Board of Trustees Meeting Schedule

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

8/9/17 Board Meeting

9/13/17 Board Meeting

9/27/17 Board Workshop

CANCELLED: Board Workshop 8/23/17

STRATEGIC PLANNING SESSION: October 15, 2017 (time TBD)