

Durham Public Library

Trustee Meeting

July 25, 2018
DPL Heritage Room

In Attendance: Chair Jenna Roberts, Roni Slavin Pekins, Charlotte Ramsay, Nancy Webb, Anne Knight, Susan Roman, Andrew Sharp, Director Rose Bebris

Absent: Bill Schoonmaker, Erik Waddell, Carolyn Singer

Meeting called to order at 6:50 PM.

1. Approval of Agenda: *SRoman motioned to approve the agenda, NWebb seconded.* Discussion. Motion approved.

2. Approval of Minutes: *CRamsay motion to approve the minutes of June 27, 2018, SRoman seconded.* Discussion. Motion amended with the following correction -- the removal of sentence, "Further, we will post a sign detailing our adherence to the Town's preference concerning lawn care" contained in item 8, and change "Rose" to "Director Rose Bebris" in item 8. Motion approved as amended.

3. Public Comments: A request was received to install a handrail along the entrance walkway. A patron who had berated staff sent a note of apology upon realizing that she was mistaken.

4. Treasurer's Report: *SRoman motioned that we accept the unanticipated revenues in the amount of \$992.75, CRamsay seconded.* Motion approved.

5. Director's Report: Children's and adult summer reading programs are winding down. Both had large participation numbers and lots of positive feedback.

Director Bebris requested funds for 8 staff members to enhance their mending and book repair skills. *Chair Roberts motioned that \$1080.00 be used from the Professional Development Fund for staff to attend a mending and book repair course taught by Lynne Crocker of Lynne Crocker Bookbinding. AKnight seconded.* Motion approved.

Interviews for the Administrative Assistant position have concluded. Board recommended that no regularly scheduled desk time should be included with the position. *SRoman moved that the Board offer the position of Administrative Assistant to the candidate recommended by Director Bebris for 12 hours per week at a pay rate of \$18 per hour. AKnight seconded.* Motion approved.

Director Bebris reported that WhenToWork software will be used for staff scheduling, a program that has been used successfully in the past.

6. Chair Updates: Leadership committee will meet to discuss 2019 budget, annual appeal, strategic plan and director evaluation before the next board meeting on 8/8/2018.

7. Friends Report: The Friends did not meet in July, so no report was necessary.

8. Old Business: CRamsay reported that the personnel subcommittee will be coming up with a strategy to complete their mission in a more timely fashion. AKnight and Dianne Thompson, former trustee, have been working on a new technology inventory plan. Have met with technology team for the Town and will meet with library staff soon to receive their input. Chair Roberts suggested that a short survey on patron use of technology be considered to better understand future needs.

9. New Business: Director Bebris proposed the creation of a patio in front of the library to replace the grassy area. This would be accessible to all, provide an improved area for the summer concert series and a host of possibilities. The Board would like this idea to be pursued, having a preliminary design created (Walter Rous was suggested), but should not be a priority for the director over the next few months.

Motion to Adjourn: *CRamsay motioned to adjourn, SRoman seconded.* Motion approved. Meeting adjourned at 7:54PM.

Respectfully submitted by Roni Slavin Pekins