

# DPL Trustee Workshop

---

May 25, 2016  
DPL Oyster River Room

**Trustees in Attendance:** Chair Jenna Roberts, Roni Slavin Pekins, Charlotte Ramsey, Susan Roman, Nancy Webb, Bill Schoonmaker, Carolyn Singer and Toby Ball

**Staff in Attendance:** Director Tom Madden   **Excused:** Dianne Thompson

**Public in Attendance:** No one

Meeting called to order at 6:50.

**Approval of the agenda:** SRoman moved to approve. CRamsey seconded. Unanimous

**Minutes:** In the future, note taker will send draft minutes to board members to review and to Director Madden to post. Minutes will be approved at subsequent board meeting, regardless of meeting type (workshop or monthly). No minutes were approved, the issue was tabled. Board members will review minutes from last three meetings, including tonight as all will be discussed on June 8<sup>th</sup>.

**Update on Town Council presentation:** BSchoonmaker, Chair Roberts and SRoman met last week to discuss what's expected to close out capital account. Town keeps copies of all of our fiscal records free of charge (cost prohibitive at bank). Barbara Ross sent BSchoonmaker 2010-2014 records for Federal and Citizens accounts; he will ask for it to be reformatted and printed in a more usable way. BSchoonmaker discussed what's in the spreadsheets, would like to go back an additional year. Goal is to close down the capital campaign and satisfy questions from Town Councilors, most notably Jim Lawson. Chair Roberts will setup a meeting with BSchoonmaker and Councilor Lawson. Will meet with full council when issues are resolved and a joint resolution to end the library building project is drafted.

**Survey Update:** The survey was supposed to end May 13<sup>th</sup>, but survey still active online. The youth survey was not successful. Adult: 263 were submitted online, but only 245 completed, 4 paper surveys were submitted. Youth: 22 submitted online, 1 paper. NWebb will contact Martie Gooze to see what happened with youth participation. Director Madden will put links into May 27<sup>th</sup> Friday Update for on last chance to complete. Chair Roberts will contact UNH Professor Erin Sharpe who is compiling report to reminder that the deadline is June 27<sup>th</sup>.

**2016 Library Director goals reviewed:** Presented by Director Madden

*Strategic plan:* Look at data from survey incorporate into plan which will commence in the fall.

*Staff development :*

- Goal is to have the ability to track these funds via the Town's accounting system at some point in the future;
- In NH there is no central clearinghouse or organization which makes it more difficult to find staff development opportunities. Library Assistant Hana Bartos went to para-librarian program, but no staff members will be attending any of the larger regional or national conferences. Concern that we are missing out by not strongly encouraging staff to participate in conferences and workshops. Do we need to incentivize? Should there be goals for each staff member? The issue of part-time staff being able to attend was discussed. The Children's Librarian and her staff have more regular meetings that they attend. Board recommended looking at opportunities in New England, reviewing the Digital Public Library, and encouraged Director Madden to take advantage of staff development funds as well as the rest of the staff. Eileen Gilbert, Director at Belmont Library, will be giving a presentation on staff development at the next staff meeting.
- Director Madden has created a spreadsheet and has asked staff to input what they have spent.
- The idea of tuition reimbursement needs to be re-evaluated.

*Library trends:*

- Mobile devices and digital downloads are one big trend; library has purchased 6 new laptops, 5 Kindles and 3 iPads. Machines are being integrated into general operations and classes/programs. Planning more for fall, but some of the need has diminished as more community members have technology in their homes. Tom not an early adopter, likes to wait and see how it works elsewhere.. Chair Roberts encourages more innovation, knows of a

local animation artist, Dave Langley, who would conduct a program at the library, but we lack the proper technology. Board recommends additional education opportunities and would like staff to seek out knowledgeable people in the community who can add to these opportunities. Discussed filming workshops to put on YouTube, or researching existing ones and linking to library website.

- Assistant Librarian Nancy Miner ran a small survey with results showing that community members would like to see foreign language groups facilitated at the library. Resources for new programs were also found via the survey.
- Staff is discussing a week of mini-workshops on a variety of topics which seems to be a trend in the library world.
- Board would like staff to submit a concept based wishlist in addition to needed items/supplies. This would encourage them to research trends and present to the board.

*Alternate uses for space and grounds:* Since library use in the evenings and Saturday continues to grow, it is more difficult to expand additional uses for interior space. The “storywalk” that is being built around the rain garden will hopefully expand use of the grounds behind the library building.

**Outline timeline for annual appeal and “ask”:** CSinger reported that appeal letter should be in the mail by the end of September. CRamsey mentioned that some in the community did not like the fall appeal, preferring end of year. BSchoomaker asked CSinger to present rationale for this timing. Board discussion including SRoman question about election year conflicts and BSchoomaker reporting that 100 donations came in during October and after discussion board agreed to keep this date. Charlotte – let’s look at when money came in last year. Board agreed to keep fall appeal in place.

CSinger would like to see an attempt to obtain grant money, where possible, in lieu of annual appeal money. The board can help with this initiative. CSinger will discuss with Children’s Librarian Lisa Kleinmann and then do research to see what might be available.

Planning was made by backtracking from late September mailing goal. The survey will inform the ask.

July 20<sup>th</sup>: Survey discussed and ask determined.

August 17<sup>th</sup>: Annual Appeal letter approved

September 9<sup>th</sup>: Deadline for printing – will use Main Street Copy and Mailing

September 11<sup>th</sup>: Letter distributed to board members at retreat to be signed

September 19<sup>th</sup>: Letters put in mail

#### **Other Business:**

- Director Madden was asked by the Department of Public Works to fill out an event application for old time auto show. Board discussion on whether this is a precedent that should not be set, that it may impact future events. Director Madden expressed concern. The next meeting with the Town’s leadership is not until after the event, so Board recommended filling out and submitting the form with a note attached detailing our concerns and requesting a discussion as to why the application was required for this particular event. Emphasize that we are not setting a precedent with the application.
- Assistant Library Nancy Miner is now president of READS (Reference and Adult Services), a statewide organization for librarians.
- Trustees will be reading TBall’s first novel, “The Vaults.” Would like to plan a group read biannually.
- Board retreat will be Sunday, September 11 from 11 – 4. CSinger promised to bring something yummy.

#### **DPL Trustee Meeting Dates:**

June 8, Board meeting

June 22, Workshop

July 20, Board meeting

July 27, Workshop

August 10, Board meeting

**Motion to Adjourn:** Adjourn SRoman motioned to adjourn, NWebb seconded. Meeting adjourned at 8:24PM

## MEETING REMINDERS:

---

**Wednesday, June 8<sup>th</sup>—*Board Mtg***— Tech plan & software utilization, Trustee discussion of priorities for FY17 budget; schedule fall Trustees retreat; quarterly review all Trustee accounts

**Wednesday, June 22<sup>nd</sup>—*Workshop***—Review budget for FY16 and make recommendations for FY17 budget based on priorities: (i.e. staffing levels, hours of operation, staff pay, adequate funding of all line items)

---