

Durham Public Library

Board of Trustees –Meeting Minutes August 17, 2016

Meeting commenced at 6:40 PM.

Attending: Trustees Jenna Roberts, Dianne Thompson, Charlotte Ramsay, Nancy Webb, Carolyn Singer, Roni Pekins & Toby Ball. Library Director Judy Haskell.

1. Call to order – 6:40
2. Approval of meeting agenda – **Charlotte moved and Nancy seconded acceptance of the agenda. Jenna asked that item no. 8 be moved to no. 5. Approved unanimously.**
3. Public comment:

Judy said that she had received a request to extend Sat. hours.
Judy had received praise for Armida and hopes that she can continue her programming.
We received a request for a white board for study rooms. Action Item: Judy to talk to Nancy Miner to price one for each study room.
A question was asked about whether or not the carpets have been cleaned. Need to bring this up with the town and see if we can coordinate.
Inquiry regarding the gardens in the front of the library. Can we plant a variety of perennials that would offer more color? **Action: We will table this until spring when we can put in new plantings. Garden Club maintains gardens.**
4. **Approval of minutes – Charlotte moved to accept minutes of 7-13. Second by Nancy. Approved. Nancy moved to accept minutes of 7-27. Charlotte seconded. Approved.**
5. Chair Updates
 - a. Welcome Judy – we are getting rave reviews about how well Judy is handling the job.
 - b. Staff meeting summary – Jenna went to the staff meeting last week. The staff is very happy with Judy and grateful for Jenna’s coming. Judy has established a protocol for taking minutes at staff meetings. Staff has come up with solutions for extra staffing needed during this interim period. We want to make sure that staff feels supported. We will keep them in the loop relative to the timeline for hiring new director.
 - c. Trustee schedule for coming months – see below
 - d. Annual Appeal timeline changes – survey ask is Sept. 11, Sept. 20, finalize annual appeal request. Sept. 28 letters distributed to board members for signing; Sept. 30, letters in mail.
 - e. **Need to work on a staff vacation policy—Jenna to add to agenda after budget and director processes are complete.**
6. Director’s Report
 - a. Training with Tom – Judy submitted a full written report including her training with Tom, her enthusiasm for Nancy and Lisa being the library’s braintrust when she is away, and the coverage for the extra hours to cover those that Tom had fulfilled.
We have spent 56.8% of the budget as of July 31. She is monitoring this.
Intern Gretyl Macalaster is wrapping up her summer internship with us. Her work was greatly appreciated.
Lisa Kleinmann’s Wish List was presented. The Story Walk has already been approved at a prior meeting so we would like Lisa to proceed with this. Carolyn made a motion was made to give Lisa \$1500 for books and other items such as the ipod docking station and lighting. It was seconded by Charlotte. Unanimous approval. We will look at the other items on the list at a later date.
 - b. Staff schedule changes – taken care of
 - c. Staffing needs – taken care of
7. **Treasurer’s Report – Carolyn moved to accept additional funds of \$771.30. Charlotte seconded. Unanimous approval. Roni made a motion for expenses of \$930.79 and seconded by Charlotte. There was unanimous approval although there was some discussion about how we plan party expenses.**

Nancy left at 7:30

8. Budget Review and priorities

- a. Jenna got preliminary survey report. See attached. Erin will be coming to present full analysis in a later meeting. These were the highlights: Addition of hours one of the main concern. People felt not enough fiction offerings. Lisa held up as being outstanding. We will be responding to these in the future.

Toby left at 7:55

Judy presented two versions of the budget. We will not be changing increasing hours or staffing until the new director will be hired. Extensive discussion ensued. We decided to use Draft 2 for operations. We are making a bottom line change now and will decide on distribution of increases at a later date. For now we will increase the management line by \$168,817.92 and increase the part-time allocation by \$114,722.61. Other increases include: Social Security = 17,889.51; Medicare = \$4,183.84; Health and dental= \$63,588.80. **Carolyn moved to accept the budget with amendments. Roni seconded. Unanimous.**

9. Friends Report – continuing to work on 20th anniversary and membership drive.
10. Adjourn – Carolyn made a motion to adjourn. Charlotte seconded. Unanimous. Adjournment at 9:20.

Submitted by Dianne Thompson, Trustee

IMPORTANT DATES:

8/31 Trustee brainstorming session Time TBD

9/11 Board Retreat 11 AM – 4 PM