

Durham Public Library Board Meeting

August 31, 2016 **DRAFT** Minutes

Meeting comes to order: 6:40
Notes taken by Toby Ball

Board Present:, Jenna, Susan, Roni, Nancy, Toby, Charlotte, Caroline, Diane, Bill
Staff:

Corrected Meeting Dates: Sept 11 (retreat), 14, 28, Oct 12, 13 (book group), 26, Nov 9, 30

Charlotte moves to approve agenda, Susan seconds, Approve Unanimous

Charlotte move to approve 8/10/16 minutes Nancy seconds, Approved as amended Unanimous

Judy presented the Children's Librarian's budget for programming and supplies through 12/31/16.

Charlotte moves to allocate \$1500 for children's programming, Diane seconds. Money to come from Annual Appeal fund. Approve Unanimous

Action Item: Roni will talk to Friends about using their 501c3 designation to apply for grants.

Action Item: At a future meeting the Board will discuss the procedure for receiving donations that the donor intends to be entered into the collection.

Hiring of new Director

Consensus of the Board is that we don't need an external consultant.

Consensus that a smaller Board subcommittee be created to complete all smaller tasks for hiring (the entire Board will be included for final resume selection and interviews).

Suggestion that we have an informal stakeholder method of participation.

Suggestion for a day with a series of meetings including public and Friends.

Framework of hiring process:

- Consensus that resumes should be reviewed by a subcommittee of the Board.

- At an October meeting, the entire board would look at the top 15 resumes and come up with the top 5-7.
- Round 1 interviews (5-7 candidates) conducted by full board. Select 2-3 candidates.
- Round 2 interviews (2-3 candidates)
- Two components: Staff and Public (have candidates reflect on community afterwards)
- Subcommittee will be smaller group of Trustees

Charge of the Subcommittee

- Finalize job description
- Not recruiting for other committees
- Posting job description
- Finish timeline
- Scope of search – Simmons, NH, ME, MA – INDEED, ALA?

Carolyn motioned to use not more than \$350 for advertising, Susan seconded, Unanimous Susan moved to form subcommittee of Jenna, Charlotte, Diana, Caroline and Susan, Bill seconded, Unanimous Approve.

Action item: Susan to check to see how Portsmouth and York did their search for Asst Director and where they posted.

New Business

Future topic: Library needs a protocol for incidents and coordination with police. Need to determine safety protocols already in place. Judy will check with the staff about this. Look at a Safe Library Policy.

Motion to accept by Charlotte Doug Bencks wants to pay for two new Enter/Exit signs. Second Nancy, Unanimous.

Action items for Bill: Follow up with Doug re signs and previous donation; look into the cost for a door for the Children's Librarian office; and replacement for glass top at circulation desk.

Charlotte moved to adjourn at 8:34, Nancy second. Unanimous.