

DRAFT MINUTES

Durham Public Library Heritage Room Meeting of the Board of Trustees Wednesday, September 26, 2018

Present: Charlotte Ramsay, Jenna Roberts, Nancy Webb, Susan Roman, Anne Knight, Carolyn Singer, Andrew Sharp, and Erik Waddell.

Library Staff: Library Director Rose Bebris

The meeting was brought to order by Chair Jenna Roberts at 6:49 PM.

1. Approval of Agenda
Motion to approve the agenda was made by Susan Roman and seconded by Nancy Webb. All were in favor. Motion passed.
2. Workshop Topic 1: 2019 Budget Update
Charlotte, Anne, and Rose met with Todd Selig to discuss the 2019 budget. Town employee cost of living increases were discussed, and the misconception about who controls the Library funds held by a town councilor (Library not the Town) has been clarified. In that the DPL's computers are out of date, Todd suggested they be replaced all at once. But due to the expense, the DPL will be replacing the computers in phases.
3. Workshop Topic 2: Tech Plan
DPL computers were purchased in 2013. To assess current Library needs Anne circulated a questionnaire. With the results, Anne was able to assess what computers are currently in use, and what new staff recommendations are. It was determined the children's service desk was most in need of an upgrade. Trustees gave input to goals and action items. The Town keeps an inventory of computer equipment and Anne in partnership with others will develop a tech plan that includes a replacement and cost schedule.
4. Workshop Topic 3: Annual Appeal Overview
Carolyn Singer recommended the DPL take a look at how to participate in Giving Tuesday. A discussion of establishing an on-line donate button was discussed. The Annual Appeal schedule will be revised.
5. Updates - Other Items discussed:
Meeting minutes will be sent to regular staff.
The evaluation for Rose is up and ready to go. Susan Roman made a motion to have the Director get an annual subscription to Survey Monkey at an annual price. Charlotte

Ramsay seconded the motion, motion passed. The Director's evaluation is set to go upon payment of Survey Monkey.

A motion was made to adjourn the meeting by Carolyn Singer, seconded by Charlotte Ramsay, all in favor, motion passed. The meeting was adjourned at 8:22 pm.