

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, April 24, 2019  
6:45 pm  
DPL Heritage Room

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In Attendance: Charlotte Ramsay, Anne Knight, Andrew Sharp, Carolyn Singer, Erik Waddell, Nancy Webb, Susan Roman.

Absent:

Board Alternates: Karen Hilton attended to see if she was interested in being an alternate

Library Staff: Library Director Rose Bebris.

- 1) The meeting was called to order by Chair Ramsay at 6:47p.m.
- 2) A motion to approve the agenda was made by Carolyn Singer and seconded by Nancy Webb. All were in favor. Motion passed.
- 3) Approval of minutes was tabled till May 8, 2019 by consensus.
- 4) Public Comments
  - a) A thank-you donation was made to Lisa Kleinmann by Moharimet Elementary School
  - b) Abby sent a thank-you card for her poetry reading.
  - c) A gentleman from Durham-Great Bay Rotary came to the library and asked how the Durham Public Library would be maintaining a free mini library that had been established in Durham.
  - d) Judith Spay commented to Rose Bebris that the street sign for the library was inadequate to alert drivers to the library's location. Some drivers pass the library because the sign is not big/noticeable enough.
- 5) Treasurer's Report: A motion was made by Susan Roman and seconded by Erik Waddell to accept the revenue of \$975.54. All were in favor, motion passed. A motion was made by Susan Roman and seconded by Nancy Webb to accept the expense of \$222.30. All in favor, motion passed.
  - a) Charlotte Ramsay reminded the board that a great deal of money had been invested in CDs – that's why the account balance dropped dramatically in 2019.
- 6) Charlotte Ramsay declared a public hearing at 7:18 p.m. to accept annual appeal funds of greater than \$5000.00.

- a) Rose Bebris had received no public comments by 5:00 p.m. of April 24, 2019 on how to spend the funds generated by the annual appeal.
  - b) Susan Roman moved to accept the funds and any accrued interest, as determined by the treasurer, to be used as outlined in the annual appeal letter and in a way consistent with the library's mission.
    - i) Seconded by Carolyn Singer
    - ii) Motion carried unanimously
  - c) With no further public comments, public hearing was closed at 7:27 p.m.
- 7) Director's report: Please see attached Director's Report.
- a) The percentage of substitute librarian wages seemed low to Charlotte Ramsay
    - i) Rose believes that amount spent on substitute librarian wages will increase in the summer
  - b) 32.765% of budgeted money for Health & Dental had already been spent – this struck Charlotte Ramsay as being high.
    - i) Rose thought this was due to the way the Town bills for Health & Dental, but she will check
  - c)
- 8) Chair's Report
- a) Marty Gooze has been approved as an alternate.
  - b) Andrew Sharp motioned that the Board recommend Karen Hilton to the Town Council as an Alternate Board of Trustees member
    - i) Susan Roman seconded
    - ii) Motion passed unanimously
- 9) Old Board Business
- a) Charlotte Ramsay will send out an updated Personnel Policy to the Board.
  - b) Susan Roman motioned that the Board approve the Director's attendance at the ALA annual conference in Washington, DC with the customary and usual expenses covered.
    - i) Erik seconded
    - ii) Motion passed unanimously
  - c) Carolyn Singer suggested adding display cases to the library to have more exhibits besides art exhibits.
    - i) An exhibit specialist already visited the Library, reviewed the space and recommended specs.
    - ii) Charlotte Ramsay asked Carolyn to write up a proposal with the specs and the costs.
  - d) Carolyn Singer motioned that the Library be closed the Saturday after Thanksgiving.
    - i) Erik Waddell seconded.
    - ii) 4 voted in favor of the motion, 3 voted against. Motion passed
- 10) New Board Business
- a) Rose Bebris introduced a revised behavior policy
    - i) Erik asked that a copy of the old policy be sent to the Board for comparison.
- 11) Friends' report:
- a) The Friends are considering keeping their own budget

- i) The main drawback is that their contribution to operating costs won't be seen by the Town.
- b) But the budget would allow the Friends to lay out in advance what they will spend their funds on.

12) A motion was made to adjourn the meeting by Carolyn Singer, seconded by Susan Roman, all in favor, motion passed. The meeting was adjourned at 9:00 pm.

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