

## **Durham Public Library Board of Trustees Meeting, October 10, 2018**

- Chairwoman Jenna Roberts called the meeting to order at 6:50 p.m.
  - Carolyn Singer and Bill Schoonmaker were not in attendance.

### **Approval of agenda**

- Anne Knight moved to have the annual appeal be #4 on the Agenda
  - Nancy Webb seconded
  - Motion passed unanimously

### **Approval of Minutes**

- Approval of minutes from June 12, 2018 minutes was tabled.
  - Anne Knight and Charlotte Ramsay will bring forward those minutes at October 24<sup>th</sup> meeting.
- Susan Roman moved to approve minutes from August 15, 2018 meeting
  - Anne Knight seconded
  - Motion passed unanimously
- Susan Roman moved to approve minutes from September 12 meeting with the work “Workshop” removed and “Dianne” spelled correctly.
  - Anne Knight seconded
  - Motion passed unanimously

### **Public Comments**

- Anne Knight noted that members of book clubs have complained that best sellers are not always available.

### **Treasurer’s Report**

- Annual appeal
  - Consensus was reached to move ahead with the annual appeal letter
- Anne Knight will give Jenna a blank check and Jenna will set up PayPal for online donations
  - “The Button” for online donations needs a PayPal account.
  - Consensus was reached that Jenna will proceed with setting up the PayPal account then work with Rose Bebris to put “The Button” on the library’s website.
- Trustees will personalize annual appeal letters at the 10/24 meeting.
  - Roni Pekins felt that it is the Board of Trustees’ job to personalize all letters.
- Susan Roman moved to accept additional revenue of \$821.40
  - Nancy Webb seconded
  - Motion passed unanimously

- In January Rose Bebris will send a notice to Foster's Daily Democrat of a public hearing to be held in February to accept an anticipated donation greater than \$5,000.
- Susan Roman moved to accept expenses of \$1319.00
  - Nancy Webb seconded.
  - Motion passed unanimously

### **Director's Update**

- New bulletin board installed on mezzanine.
  - Offered small display case in the stacks to the Friends of the Library to highlight their activities.
  - Discussion about the use of current bulletin boards:
  - The trustees asked that the director consider the best use of board space for library users.
- Fire alarm control panel not communicating with UNH Dispatch again.
- Vehicle charging station is out of order.
- Anne Knight put forward a motion to accept Isabella Coutu as work-study worker.
  - Charlotte Ramsay seconded.
  - Motion passed unanimously.
- The Snowflake Social scheduled for 12/4 will be great.

### **Chair**

- Feedback on the library director has been received.
  - Jenna will present findings from Director's evaluation in non-public session on October 24, 2018 at a workshop.
  - Jenna will send the Director a self-evaluation tool for her own feedback.

### **Friend's Report**

- Friends of the Library are considering switching to calendar year memberships.

Nancy Webb departed at 8:23 p.m.

### **Old Business**

- Personnel subcommittee had no update
- Technology plan status
  - Anne Knight discussed adding recommended changes to the Technology Plan. Luke Vincent will be invited to the Board of Trustees meeting on 10/24 to address the feasibility of the Technology Plan.

### **New Business**

-No new business

- Susan Roman moved to adjourn at 8:44 p.m.
  - Seconded by Anne Knight
  - Motion passed unanimously