

Durham Public Library
Heritage Room
Workshop Meeting of the Board of Trustees

Wednesday, September 12, 2018

Present: Charlotte Ramsay, Susan Roman, Carolyn Singer (arrived at 7:00 pm), Anne Knight, Roni Pekins (Alternate). Andrew Sharp (Alternate), Nancy Webb, Jenna Roberts, and Erik Waddell (Alternate).

Library Staff: Library Director Rose Bebris

Absent: Bill Schoonmaker,

The meeting was brought to order by Chair Jenna Roberts at 6:52 PM.

1. Approval of Agenda

Motion to approve the agenda was made by Susan Roman and seconded by Charlotte Ramsay. All were in favor. Motion passed.

Item #7 delete "none" and replace with 5 minutes for the Friends Report. Correct typo.

2. Approval of 6/12/18 and 8/15/18 minutes tabled until next meeting.

3. Public Comments - None

4. Treasurers Report

Susan Roman Moved to accept unanticipated income of \$436.13 in the August Treasurer's Report. Nancy Webb seconded. There were no expenses for August.

5. Director's Report – See separate Director's Report

Rose gave an update on the elevator (passed inspection), staff appointments, and upcoming programs, Susan Roman made a motion that the Director be able to hire substitute library assistants based on recommendations made to the board. Seconded by Charlotte Ramsay. All in favor, motion passed.

Rose thanked Anne Knight and Diane Thompson for their work on the Technology Plan. Rose would like to purchase new computers (warranties are no longer available) and new chairs for the circulation desk.

6. Chair's Update

Budget meetings with the town will start soon. Jenna discussed 2019 budget priorities and proposed increases. See separate budget recommendations in document from the Chair.

Jenna also discussed the upcoming evaluation of the Library Director. Trustees were asked to fill out the survey sent via email. Deadline for completion is September 28, 2018.

7. Friend's Report

Nominating Committee appointed, discussion of budget, discussion of museum passes, and membership drive with incentives.

8. Old Business

Personnel subcommittee – no update.

Annual Appeal - timeline

Technology Plan – Anne Knight and Diane Thompson have been working on a Technology Plan. It includes an assessment of current technology in each area/function of the Library. And includes recommendations for improvements and costs. Plan was developed in consultation with staff and includes action items and goals for next 3 years. The board thanks Anne and Diane and their hard work on the plan.

9. New Business

Next meeting date September 26 – Wednesday at 6:45 pm.

Toby Ball extended his invitation to do a book group with the board.

Personnel Committee will reconvene.

10. Adjourn

Motion made to adjourn made by Carolyn Singer seconded by Jenna Roberts . Meeting ended at 8:25 pm.