

**DPL Trustees Meeting  
January 13, 2016  
Childrens Activity Room  
DRAFT**

Trustees in attendance: Holly Stark, Jenna Roberts, Roni Pekins, Charlotte Ramsay, Carolyn Singer, Susan Roman, Bill Schoonmaker and Dianne Thompson

Staff in attendance: Tom Madden

Excused: Nancy Webb and Toby Ball

Public in Attendance: None

Secretary: Holly Stark

1) 7:00pm Jenna Roberts called the meeting to order.

2) A motion was made by Carolyn Singer with a second by Bill Schoonmaker to open the public hearing to accept funds resulting from the annual appeal in the amount of \$26,500; these funds will be used to augment the operating funds provided by the Town - unanimous.

A motion was made by Dianne Thompson with a second by Susan Roman to accept the funds in accordance with the language of the annual appeal letter as stated above - unanimous: Holly Stark, Jenna Roberts, Carolyn Singer, Bill Schoonmaker, Susan Roman and Dianne Thompson

A motion was made by Bill Schoonmaker with a second by Susan Roman to close the public hearing at 7:10pm – unanimous.

3) A motion to accept the agenda was made by Carolyn Singer with a second by Susan Roman – unanimous

Amendments - unanimous

- Accepting the minutes from December instead of March as originally stated
- Item 5b) should have stated Jan. 20 or 27 as the dates to choose from.

4) A motion to accept the December 2015 minutes as corrected was made by Bill Schoonmaker with a second by Susan Roman – unanimous.

Correction to the minutes –

Charlotte Ramsay provided the Friends update, not Nancy Webb as the draft minutes stated.

5) Public comments, correspondence or feedback.

- Tom received a letter requesting that the book drop be relocated. The current book drop location is most conducive for staff safety when servicing the book drop; it was decided to post a sign on the book drop inviting those who need assistance reaching the book drop to call for assistance.
- Andy Smith wrote a note to Armida thanking her and the library staff for their positive execution of his event discussing his book with David Moore.
- We received feedback on the back of appeal cards:
  - Children’s librarians are fantastic
  - Strengths of the buildings were outlined
  - A request to stop using disposable plate ware and start using re-useable items

#### 6) Update from the Chair

- The Chair, the Treasurer and the Director reported on a meeting with Todd Selig to discuss staff salary and benefits.
- Our primary commitment this year is to come up with a proposal that gets our staff's salaries to a competitive level.
- Date for legal council: January 20, 7-9pm
- Priorities for the Board over the next few months:
  - o Closing out FY '15
  - o 3-5 year salary proposal plan

#### 7) Bill Schoonmaker presented the Treasurer's report

- A motion to accept unanticipated funds of \$483.10 was made by Susan Roman with a second by Dianne Thompson - unanimous.
- A motion to accept expenses of \$265.73 was made by Dianne Thompson with a second by Susan Roman - unanimous

#### 8) Tom Madden presented the Director's report

- Our budget proposal for 2016 was accepted

#### 9) Board Business

- The Advancement Committee update
  - o Annual appeal has brought in approximately \$26,500 so far
  - o Review of process of the community assessment to date
    - Initial draft of assessment in October presented—input received to change timeline and content
    - Process recommendations: survey monkey; paper copies at the desk; mailing was determined not to be good return on investment
      - Consensus to not do a mailing at this juncture because we are assessing current users
      - Approximate costs \$1600; in kind: volunteer to put together survey monkey
      - Provide incentives to use survey monkey:
        - o Pizza
        - o Fine forgiveness or other incentive
    - Timeline:
      - Finalize instruments for the Feb 10<sup>th</sup> meeting (distributed 1 week before)
      - Pilot test with small group (by March 9<sup>th</sup>)
      - Late March run survey
      - April 1-June 1 to code and report to the Board
      - Final plan in July
    - Content
      - Holly provided survey question suggestions
      - Committee will put together proposed questions by topic area
- The Operations Committee
  - o Integrating two budgets is a priority (the funds allocated by the Town and those raised)
  - o Tom updated us on the 2015 budget and the beginning of the 2016 budget
  - o Library operating hours – trying to find ways to better concentrate staff at peak times
    - A motion to repeal the former motion from the November 2015 meeting regarding cutting hours of operation was made by Dianne Thomson with a second by Bill Schoonmaker – unanimous.

- Operations workgroup recommends making no change at this time regarding increased staff contributions to health benefits and to wait 3-5 years to do so.

10) Roni gave us an update from the Friends

- All officers are continuing in position
- Jenna will post in the town updates and the DPL newsletter a reminder of the final days of our annual appeal.

11) 9:12pm a motion to adjourn was made by Susan Roman with a second by Dianne Thompson - unanimous.