

Durham Public Library
Heritage Room
Workshop Meeting of the Board of Trustees
Wednesday, January 9, 2018

Present: Charlotte Ramsay, Jenna Roberts, Susan Roman, Carolyn Singer, Anne Knight, and Roni Pekins (Alternate). Andrew Sharp (Alternate) and Erik Waddell (Alternate).

Library Staff: Library Director Rose Bebris

Absent: Nancy Webb

The meeting was brought to order by Chair Jenna Roberts at 6:51 PM.

1. Approval of Agenda: Motion to approve the agenda was made by Charlotte Ramsay and seconded by Susan Roman. Technology Plan will be discussed under Item B, Number 8. All were in favor. Motion as amended passed.
2. Approval of Minutes: Motion made by Charlotte Ramsay and seconded by Susan Roman to approve the Minutes of December 12, 2018 with the following corrections: the spelling correction of Erik Waddell's last name, that the staff development training was approved, as well as the 2019 Calendar with Charlotte Ramsay making the motion, seconded by Anne Knight, and that the motion passed; and to approve the Minutes of November 14 with the correction of the spelling of Andrew Sharp's last name and the corrected typo in Treasurer's Report. All in favor, motion passed.
3. Public Comments: None
4. Treasurer's Report: A motion was made by Susan Roman and seconded by Charlotte Ramsay to accept the revenue of \$8,842,60. All were in favor, motion passed. A motion was made by Susan Roman and seconded by Carolyn Singer to accept the expense of \$500. All were in favor motion passes.

Charlotte Ramsay made a motion, seconded by Susan Roman to have the Treasurer seek a higher yield CD for the endowment account. All were in favor motion passed.

5. Director's Updates: Please see attached Director's Report.

6. Non-Public Session: At 7:28 pm the Chair requested a non-public session RSA91-A:3:11;a-1. A roll call vote was taken, all in favor, motion passed.

Charlotte Ramsay made a motion, seconded by Erik Waddell that Lisa Kleinmann receive vacation accrual of 14 hours per month effective January 1, 2019. All were in favor, motion passed.

Rose Bebris' contract is up on May 31, 2019. A steering committee of Susan Roman and Erik Waddell was set up at the consensus of the board to identify items for negotiation.

At 7:45 pm a motion was made by Anne Knight, seconded by Erik Waddell to come out of non-public session. All were in favor motion passed.

Regular session of the board meeting resumed at 7:45 pm.

7. Chair Updates: The chair reminded board members the filing period for candidates begins 1/23/19; that ad hoc or board committee meetings must be posted 24 hours in advance on two public sites; and that meeting dates for the board have been established through March.

8. Old Business: There was a discussion of the annual DPL holiday schedule.

A motion was made by Charlotte Ramsay and seconded by Carolyn Singer to accept the Technology Plan with minor corrections. All were in favor, motion passed.

9. New Business: There was a discussion relative to the DPL closing during bad weather.

A motion was made by Anne Knight, and seconded by Susan Roman to charge a \$5.00 notary fee to non-resident non-DPL members. All were in favor, motion passed.

10. Friends' Report: It was noted the Friends have elected new officers.

8:50 pm. A motion was made by Charlotte Ramsay, seconded by Erik Waddell to adjourn. All were in favor, motion passed.

Submitted by Carolyn Singer

Durham Public Library

**December Treasurer's Report
(BOT Meeting: January 9, 2019)**

FINAL*

CASH RECEIPTS FOR MONTH (11/26-12/26)	December	YTD
*Equipment (Copier and Fax)	\$150.85	\$1,687.00
*Late fees (Fines)	\$101.35	\$2,581.82
*Lost Books	\$0.00	\$739.61
*Coffee Money	\$31.00	\$321.31
Total Restricted Equipment Funds	\$283.20	\$5,329.74

ADDITIONAL REVENUE FOR MONTH	December	YTD
*From DPL Friends (Cookie Sales)	\$0.00	\$368.41
*From DPL Friends (Museum Passes)	\$0.00	\$1,498.00
*Out-of-Town Memberships	\$0.00	\$225.00
*Miscellaneous donations	\$4.40	\$196.03
**Other: NH Humanities & Children's Birthday Club	\$0.00	\$730.00
Total Additional Revenue	\$4.40	\$3,017.44
TOTAL REVENUES	\$287.60	\$8,347.18

**Annual Appeal '18-'19	\$8,555.00	\$14,995.00
--------------------------------	-------------------	--------------------

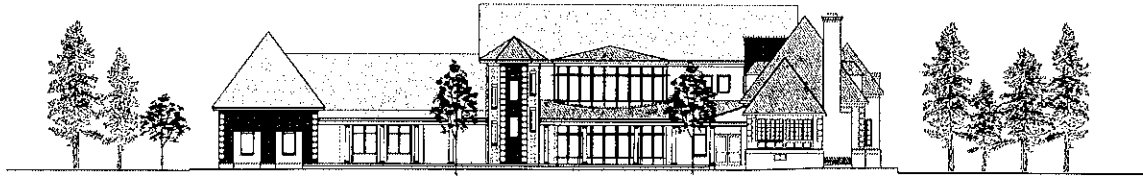
EXPENSES FOR MONTH	December	YTD
Cash for staff holiday gifts	\$500.00	
Total Expenses	\$500.00	\$26,759.59

People's United Bank	Beg Balance	Interest YTD	BALANCE
Master Account			\$17,262.44
FACILITIES FUND	\$245,494.49	\$241.65	\$245,736.14
UNRESTRICTED OPERATIONS	\$15,127.33	\$14.24	\$15,141.57
RESTRICTED GENERAL FUND	\$22,163.47	\$19.68	\$22,183.15
PROFESSIONAL DEVELOPMENT	\$20,006.37	\$17.77	\$20,024.14
FRIENDS OF THE LIBRARY	\$1,990.23	\$2.26	\$1,992.49
ENDOWMENT	\$51,374.67	\$45.62	\$51,420.29
PRIOR YEAR ANNAL APPEAL '16-'18	\$35,610.64	\$21.89	\$35,632.53
CURRENT YEAR ANNUAL APPEAL '18-'19	\$7,165.00	\$12.10	\$7,177.10
RESTRICTED EQUIPMENT	\$18,736.13	\$16.21	\$18,752.34
TOTAL for sub-accounts	\$417,668.33	\$391.42	\$418,059.75

Note: Peoples Bank Statement 12/31//2018

Submitted by,
Anne Knight, Assistant Treasurer
DPL Board of Trustees

* corrections made after Jan Board mtg



Durham Public Library

Director's Report January 9, 2019

Year-End Procedures

The change of fiscal year is always an opportunity! Year-end preparations were completed to help ensure a smooth, clear transition. Payroll break downs for the 2018/2019 payroll transition were submitted to the personnel office, as well as the appropriate personnel action forms for the 2019 COLA. Staff was asked to confirm their contact information to ensure that the correct information will appear on W-2 forms. All 2018 invoices are scheduled to be received by the Business Office by 1/25. Petty cash was returned to its original amount for 1/1/19.

Facility Updates

The service tech from ENE attempted to replace the replacement main control board for boiler 1. Unfortunately, the software still does not work. The tech switched the main control board for boiler 1 with the main control board for boiler 2 and it functioned properly, so he is confident that the issue is with the software. ENE is in discussions with the manufacturer to remedy the situation.

Technology Update

Four replacement computers have arrived. IT will deploy them in the near future. Two are earmarked for staff use – one at the Circulation Desk and one at the Children's Desk. The remaining work stations are intended to replace the worst of the public machines.

Off to a great start!

DPL has checked out 1,669 items since January 1, 2019.

Respectfully submitted,
Rose Bebris