

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes of Meeting 3/27/19

In attendance: Trustees Charlotte Ramsay, Anne Knight, Susan Roman, Nancy Webb, Carolyn Singer, Andrew Sharp and Alternate Trustee Roni Pekins along with Library Director Rose Bebris and guest Martie Gooze. Roni was appointed as a voting member.

Meeting called to order at 6:45 PM by Charlotte. Motion by Anne, second by Susan to approve agenda. Unanimous.

The Board received a thank you from the Wolfeboro Library.

Anne Knight presented the treasurer's report with motion by Susan, second by Nancy to accept \$339.71 in unanticipated funds. Unanimous. Board discussed moving other funds into better interest-bearing accounts.

Rose presented the Director's Report. A copy shall be attached to the minutes. She recommended hiring Amy Segalla as the new Library Assistant for Children and Youth Services. Amy has a Masters in Literature and 17+ years of experience working with children & youth.. Motion by Andrew, 2d by Anne to accept the recommendation subject to the standard background check. Unanimous.

Discussion of upcoming workshop & conference by NHLTA. Carolyn suggested a trustee should attend American Library Association conference.

Personnel policy comm. will meet one more time before Board votes on final changes. Anne & Carolyn will meet with Town re: setting up online donations.

Discussion of new officers—motion by Susan, 2d by Andrew to elect Charlotte as Chair; Nancy & Anne for Erik as Vice Chair; Susan & Charlotte for Andrew as secretary and Charlotte & Nancy for Anne to continue as Treasurer. All approved by acclamation.

By consensus of the Board, meeting dates will remain the second Wed of the month with 4<sup>th</sup> Wed to be used as needed.

Motion by Susan, second by Carolyn to recommend Martha Gooze to the Town Council to serve as an alternate trustee. Board discussed other names of possible candidates for alternates. Board members will reach out to those individuals who have expressed interest in the past in serving on the Board.

Rose provided feedback to Board in answer to a series of questions previously given to her regarding her tenure as Director. Rose indicated she seeks "flexibility" in new contract and will provide her set of goals to the Board. Similarly, Board will provide its 4 or 5 goals for Director.

Martie & Nancy left meeting at 8:15. Rose exited at 8:20.

At 8:20 PM Susan moved with a second by Andrew to enter into non-public session in accordance with RSA 91-A:3 to discuss personnel matters. All members polled & voted yes. Board held a discussion on renegotiation of Director's contract but no votes were taken & no minutes made. At 9:12 on a motion by Andrew, second by Carolyn, Board came out of non-public session.

Susan will do a redraft of Director's existing contract and send to Rose and the Board. All anticipate a new contract being approved and signed by the end of May when Director's current Agreement will expire.

Motion by Andrew, second by Carolyn to adjourn at 9:13 PM. Passed unanimously.

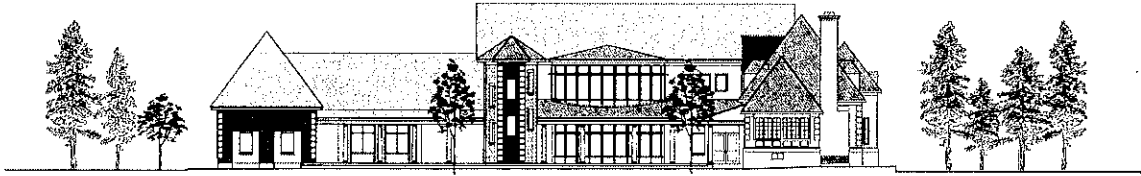
Respectfully submitted,

Susan Roman

**Durham Public Library**  
**February 2019 Treasurer's Report**  
**(BOT Meeting: March 27, 2019)**

<b>CASH RECEIPTS FOR MONTH (1/30-3/1)</b>	<b>February</b>	<b>YTD</b>
*Equipment (Copier and Fax)	\$191.35	\$381.65
*Late fees (Fines)	\$81.80	\$360.50
*Lost Books	\$0.00	\$10.99
*Coffee Money	\$22.00	\$32.00
<b>Total Restricted Equipment Funds</b>	<b>\$295.15</b>	<b>\$785.14</b>
<b>ADDITIONAL REVENUE FOR MONTH</b>	<b>February</b>	<b>YTD</b>
*From DPL Friends (Cookie Sales)	\$0.00	\$520.42
*From DPL Friends (Museum Passes)	\$0.00	\$0.00
*Out-of-Town Memberships	\$0.00	\$75.00
*Miscellaneous donations	\$44.56	\$75.11
**Other: ARA for room use( re. lost chk in June)	\$0.00	\$100.00
<b>Total Additional Revenue</b>	<b>\$44.56</b>	<b>\$770.53</b>
<b>TOTAL REVENUES</b>	<b>\$339.71</b>	<b>\$1,555.67</b>
<b>**Annual Appeal '18-'19</b>	<b>\$1,025.00</b>	<b>\$20,350.00 as of 3/27/19</b>
<b>EXPENSES FOR MONTH</b>	<b>February</b>	<b>YTD</b>
	\$0.00	
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>People's United Bank for Feb. 28, 2019</b>	<b>Interest YTD</b>	<b>BALANCE</b>
<b>Master Account</b>		<b>\$28,899.20</b>
FACILITIES FUND	\$53.02	\$45,789.16
UNRESTRICTED OPERATIONS	\$3.42	\$11,331.05
RESTRICTED GENERAL FUND	\$5.27	\$20,722.36
PROFESSIONAL DEVELOPMENT	\$4.77	\$18,948.91
FRIENDS OF THE LIBRARY	\$0.57	\$2,513.48
ENDOWMENT	\$10.83	\$1,431.12
PRIOR YEAR ANNAL APPEALS	\$7.93	\$26,052.10
CURRENT YEAR ANNUAL APPEAL '18-'19	\$4.03	\$16,501.68 see AA above
RESTRICTED EQUIPMENT	\$4.63	\$19,030.16
<b>TOTAL for sub-accounts</b>	<b>\$94.47</b>	<b>\$162,320.02</b>
<b>**Note:</b> On 2/20/19 the DPL obtained a \$200K 3-year CD @3.0% interest from Facilities Fund	<b>\$493.73</b>	<b>as of 3/22/19</b>
and a \$50K 3-year CD @3% interest from Endowment Fund	<b>\$123.43</b>	<b>as of 3/22/19</b>

Submitted by,  
Anne Knight, Treasurer DPL Board of Trustees



# *Durham Public Library*

## **Director's Report March 27, 2019**

### **Facility**

Firmware incompatibility

### **Professional Development**

Lisa Kleinmann has assumed the CLOSE (Children's Librarians of the Seacoast) Coordinator role as of March 26, 2019. CLOSE meets quarterly. The next meeting will be held at DPL on Tuesday, Sept. 10<sup>th</sup>.

### **Staffing Update**

Second interviews for the vacant Library Assistant – Youth and Children's Services were held on March 27, 2019. Three candidates presented sample preschool storytime programs.

Respectfully submitted,  
Rose Bebris