

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

June 12, 2018

Meeting called to order – 8:04 P.M.

Present: Bob Booz, David Foster, Lynn Johnson, Anne Mueller, David Turley, and Jan Wenzel.
Not present: Shari Adams, Jane Eriksen, Eric Infeld. Also attending: Cyndi Shirshac and Christine Michaud.

- I. Public Comments/Communications – None noted.
- II. Space Planning Presentation – Due to questions about the possibility of not having a quorum, the presentation was postponed to a future date.
- III. Minutes – The minutes of May 8, 2018 were unanimously approved (with an abstention by Anne Mueller) on a **motion to approve** made by Lynn Johnson and seconded by David Turley.
- IV. Financial Reports
 - A. Board – Nothing of note was cited.
 - B. Librarian – There is an unexpected expense for printing on new Library cards. This will be taken to the Board of Finance. Card stock normally lasts about 5 years.
- V. Librarians' Reports
 - A. Director – A fire drill was held under the supervision of Town fire personnel. It was loud and instructive for the future.
 - B. Youth Services – Youth service activities continue to have a strong following.
- VI. Committee Reports
 - A. PALS (Book Sale) –The annual book sale was a success after a lot of time and effort by PALS went into this sale.
 - B. Maintenance - The AC system is back in action with its normal seasonal transition issues. The Director and staff continue to work on issues with the fence and back garden.
 - C. Strategic Planning – The Strategic Planning Committee met on June 3, 2018. Bob Booz reported on the metrics and activities that Christine and Cyndi will be undertaking.
- VII. New Business
 - A. Organization of Future Meetings –
 - i. The Board decided to do a deep dive into statistics once a quarter.
 - ii. Discussion ensued regarding the strategic plan. Plans are to align the revision of the plan with the beginning of the fiscal year.

- iii. Succession planning – The Board briefly discussed this in anticipation of the October selection of Board officers.
- B. Director’s evaluation - The Board discussed the Director’s formal evaluation process. There has no formal evaluation of the director since Cyndi took the job. David Turley will work on an evaluation methodology.
- C. Policy discussion – The Food and Drink Policy and Patron Responsibility Policy were discussed. On a **motion to accept the revised policies** was made by Anne Mueller and seconded by Lynn Johnson. was discussed. The motion passed unanimously.

VIII. Old Business

- A. Charging Station – The charging station is installed however details about how payments are made and collected are not yet finalized.
- B. Albin Dog wash – This popular event was recently held.
- C. Plant Sale – The plant sale was held the same day as the PALS book sale. The staff organizes and operates the sales with volunteers. Proceeds go into staff funds.

The meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Robert H. Booz
Secretary