

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

July 10, 2018

7:30 P.M.

Meeting called to order – 7:35 P.M.

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

- I. Public Comments/Communications – None noted.
- II. Space Planning Presentation – This will be rescheduled for the Fall of 2018.
- III. Minutes – The minutes of June 12, 2018 were unanimously approved with changes to attendees and a note on passage of a prior motion (with abstentions by Shari Adams and Jane Eriksen) on a **motion to approve** made by Anne Mueller and seconded by Jan Wenzel.
- IV. Financial Reports
 - A. Board – The CCAR funds have been spent to an appropriate level.
 - B. Librarian – No numbers were produced by Town Hall in time for the Board meeting.
- V. Librarians' Reports
 - A. Director – Incidents occurred with a threatening patron during two days in June. Calls were made to the State Police. There was an immediate response the first time, however, there was a second incident the following day with the same patron. The dispatcher said that there was no trooper in the area and that the person threatened would have to file the complaint, not the Director. In a separate matter, the Director noted that the Notary services provided by the Library created no immediate staffing issues.
 - B. Youth Services – Program attendance continued to be robust.
- VI. Committee Reports
 - A. PALS - It was reported that the Taste of Durham annual event does not have a chair to manage the event. Without a chair, there is a question whether it could be held in 2019 or beyond. The PALS party will be held on August 24th starting at 5:30.
 - B. Strategic Planning – Regular meetings with at least quarterly discussions about the Strategic Plan were discussed. The new metrics tracking tool created by Christine Michaud was presented. It was met with very positive Board comments about its completeness and scope.

- C. Maintenance – The PALS workspace continues to be a concern for mold. There is no circulation of air in the room and people have complained about respiratory symptoms.
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- VII. New Business
 - A. Director's evaluation - The Board discussed the Director's upcoming retirement after 19 years with the Library. Board members expressed their gratitude for Cyndi and her tenure with the Library. Further discussion about the opening will be discussed at a future special meeting. The Board **moved into Executive Session for Personnel Matters on at 8:15 on a motion** by Bob Booz, seconded by Lynn Johnson. It returned to regular session at 8:57.
 - B. Policy discussion – The Emergency Policy was tabled until there is input from the Town regarding emergency lighting.
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- VIII. Old Business
 - A. Organization of future meetings – This was discussed during the Strategic Planning portion of the meeting.
 - B. Charging Station – It is still awaiting installation of billing methods. The Board has no responsibility for the Charging Station or its operation.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Robert H. Booz
Secretary