

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

August 14, 2018

7:30 P.M.

Meeting called to order – 7:32 P.M.

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

- I. Public Comments/Communications – None noted.
- II. Minutes – The minutes of July 10, 2018 reviewed. **A motion to accept the minutes** was made by Jane Eriksen and seconded by Lynn Johnson. It was unanimously approved with an abstention by Eric Infeld.
- III. Financial Reports
 - A. Discussion of June 2018 report NOT AVAILABLE last month. – The discussion of the fiscal year-end report available in made available in August focused on how the actual expenditures were in line with budgeted amounts. There was a surplus in the overall Library Buildings & Grounds accounts, especially Electricity, Telephone, and Water accounts. These items were revised downward in the 2018-2019 budget submission accepted by the Board of Finance.
 - B. Librarian – most current report - No concerns in the first month of the new budget year.
- IV. Librarians' Reports
 - A. Director – There were no areas of significant concern for discussion.
 - B. Youth Services – The Youth Services programmatic and operational activities were outstanding, as usual.
- V. Committee Reports
 - A. PALS – A work order has been placed to install new shelving in the PALS room. It was suggested that as part of that room's renovation, a mold abatement action be put into place.
 - B. Maintenance – A tour of the facilities is being scheduled with the Town Hall representative, Dick McManus. It is hoped that this will prioritize projects for immediate resolution.
 - C. Strategic Planning – No new items were discussed.

- VI. Executive Session– Jane Eriksen moved and Anne Mueller seconded a Motion to **move into Executive Session to discuss personnel matters.** It was unanimously approved and the session began at 7:50. The Board moved out of Executive Session at 8:18.
- VII. New Business
- A. Library Director’s Position - The Board discussed the appointment of Christine Michaud as Library Director.
 - B. Assistant Library Director Position – There was a discussion about the opening for a new Assistant Library Director. There was some concern expressed that the salary to be posted for the job will not be competitive with other openings currently posted for similar positions in Connecticut. The new Director may seek interview assistance from a Board member. This is not required since the Director is empowered to make the decision on her own.
 - C. Other – None Noted
- VIII. Old Business
- A. Organization of future meetings – This will be discussed at future meetings.
 - B. Succession Planning – The Board will actively seek new Board officer candidates as has been discussed as part of its Strategic Planning initiatives. This will give all members of the Board exposure to officer responsibilities.
 - C. Other – Durham Fair parking in the Library lot was discussed. This has been an ongoing area of concern. The Town and the Fair have moved the Emergency Operations activities off the parking lot for a number of years. Non-police persons are often using the lot requiring on duty state troopers to park on the lawn. It was suggested that PALS and the Library use the lot as a fundraiser to partially offset the possible loss of the Taste of Durham. Using Town property for fundraising is a precedent with the Fire Department which has been raising parking revenue for quite some time. David Turley will send an email to the First Selectman notifying her of the change in use. On duty state police cars will be allowed at no charge.
 - D. Minutes of Special meeting of July 25, 2018 – Lynn Johnson moved and Eric Infeld seconded a **motion to accept the minutes of the special meeting.** It was unanimously approved with abstentions from Bob Booz and Anne Mueller.

The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Robert H. Booz
Secretary