

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2018

Meeting called to order – 7:32 P.M.

Present: Shari Adams, Bob Booz, Jane Eriksen, David Foster, Eric Infeld, Lynn Johnson, Anne Mueller, David Turley, and Jan Wenzel. Also attending: Christine Michaud and Kim McNally.

- I. Public Comments/Communications – Christine Michaud, the Library Director, introduced the new Assistant Library Director, Kim McNally. She was welcomed by all.
- II. Minutes – October 9, 2018 – Anne Mueller moved and Lynn Johnson seconded a **motion to accept the minutes for October 9, 2018**. It passed unanimously. Jan Wenzel moved and Lynn Johnson seconded a **motion to accept the minutes of September 11, 2018**. These had been previously discussed at the October 2018 meeting. The motion passed with abstentions by Shari Adams, Bob Booz, and David Foster.
- III. Financial Reports
  - A. Board – Shari Adams reported that bequests, gifts, grants and other funds controlled by the Board are in balance and accounted for consistent with past practices. A discussion followed with the sense of the Board that a policy should be developed for Board Controlled Funds to be disbursed as needed up to an authorized spending amount to be determined by the Board. Amounts above this authorized spending amount will be taken to the Board for full consideration and approval. C-Car and other funds designated by statute or restriction will only be spent according to stipulated provisions.
  - B. Librarian - The overage to the Director Wages line item was discussed at the prior meeting and was taken to the Town's Finance Director. The Town does not reserve for unused vacation time to be paid out upon the employee leaving Town employ. Accordingly, the overage is shown on a cash disbursement basis and must be approved as a budget exception by the Board of Finance.
- IV. Librarians' Reports
  - A. Director – October was a great month with strong program participation and increased circulation.
  - B. Youth Services – Circulation was up for Young Adult; however, program participation was down.
- V. Committee Reports
  - A. PALS – It was reported that PALS decided the Taste of Durham will not be held in 2019. A new event will be held in March 2019, Mini Golf Adventure. There will be a Saturday, adults only, event on March 2<sup>nd</sup> and a family outing the following day.

B. Building Maintenance - The HVAC system has generally appropriately transitioned from cooling to heating functions. It is greatly appreciated that the Town crew has been working especially hard for the Library.

VI. New Business

- A. Capital Expenditures – The Director reported that the Finance Director for the Town is instituting a new capital expenditures process. The Board will be working to re-identify capital needs expressed in the past as well as new ones as they are discovered. The Space Planning Committee’s efforts will reveal some of these new capital needs as it works to configure the Library to changing requirements.
- B. Monthly Reporting – Financial reports from the Town are normally being received on time, a departure from prior experience.

VII. Old Business

- A. Schedule for Upcoming meetings – The 2019 meetings are scheduled for the 2<sup>nd</sup> Tuesday of the month:

1/8/19	2/12/19	3/12/19	4/9/19	
5/14/19	6/11/19	7/9/19	9/13/19	9/10/19
10/8/19	11/12/19	12/10/19		
- B. 2018/2019 budget – Director’s salary line - This was discussed during the Director’s Financial Report
- C. Other – None Noted

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Robert H. Booz  
Secretary