

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

January 8, 2019

Meeting called to order – 7:30 P.M.

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

- I. Public Comments/Communications - None noted.
- II. Minutes – December 11, 2018 – Anne Mueller moved and Lynn Johnson seconded a **motion to accept the minutes for December 11, 2018**. It passed unanimously.
- III. Financial Reports
 - A. Board – Shari Adams reported there were no major fund balance changes for the Board Controlled Funds report.
 - B. Librarian - The Director explained all accounts are generally at the expected level of spending for this point in the current budget plan. The Children’s Media account shows spending for audio books that can be checked out and taken home.
- IV. Librarians’ Reports
 - A. Director – The self-check machine has been ordered. There is a grant opportunity for Space Planning assistance that the Director is currently pursuing. The Director reported that she was told by the Finance Director of the Town to keep the expected electricity expense for the upcoming budget year flat based on a Town purchasing agreement.
 - B. Other – LION has been approached by book vendor Baker & Taylor regarding a replacement for the Overdrive system.
- V. Committee Reports
 - A. Strategic Plan Quarterly Update – The Director presented a detailed summary of where the Library stands regarding the Board approved Strategic Plan. The vast majority of items are well underway and meeting objectives.
 - B. PALS – The upcoming Mini Golf fundraising activity was discussed.
 - C. Building Maintenance/Space Planning – There have been a series of issues with the heat, including uncontrolled heating in the Activity Room during a recent meeting. An update on the Space Planning Committee’s activities was given by Bob Booz.
- VI. New Business
 - A. Agenda for Future Meetings – David Turley presented ideas for agenda planning for the upcoming year that brought periodic and recurring focus topics.

- B. Early Close on March 2, 2019 – Lynn Johnson moved and Anne Mueller seconded a **motion to close early for the Mini Golf activity on March 2, 2019 at a time to be determined by the Director to prepare.** It unanimously passed.
- VII. Old Business
- A. 2019-2020 Budget – The Director reported on her discussions with the Board of Finance regarding the 2019/2020 budget submission.
 - B. Durham Fair parking – David Turley will meet with the State Police to establish a policy for the use of the Library parking area for the Durham Fair.

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

Respectfully submitted,

Robert H. Booz
Secretary