

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

December 11, 2018

Meeting called to order – 7:31 P.M.

Present: Shari Adams, Bob Booz, Jane Eriksen, Lynn Johnson, Anne Mueller, David Turley, and Jan Wenzel. Absent: David Foster, Eric Infeld.

Also attending: Christine Michaud, Library Director.

- I. Public Comments/Communications - None noted.
- II. Minutes – November 13, 2018 – Jane Eriksen moved and Anne Mueller seconded a **motion to accept the minutes for November 13, 2018 with minor changes**. It passed unanimously.
- III. Financial Reports
  - A. Board – Shari Adams reported minor fund balance changes for the Board Controlled Funds.
  - B. Librarian - The Director noted that the spending accounts are all within appropriate levels for the time of year.
- IV. Librarians' Reports
  - A. Director – The self-check machine, long past its support by the vendor, is in the process of replacement. A discount for the newest generation of machine is available if ordered by December 31, 2018. The Board of Finance has allocated spending as a capital improvement so the replacement will be ordered in time for the discount to apply. It will be ordered in time for the discount to be utilized. A considerable effort was put forth during November and early December to prepare the Director's budget request for the next fiscal year.
  - B. Other – An update on the Space Planning Committee's activities was given by Bob Booz
- V. New Business
  - A. 2019-2020 Budget – The Director distributed her recommendations for the new fiscal year budget. It has kept many line items flat to a very modest increase. The Library Wages follow the negotiated agreement as approved by the Town. Bob Booz moved and Shari Adams seconded a **motion to accept the Director's budget for submission to the Board of Finance for the 2019-2020 fiscal year**. It passed unanimously.
  - B. Board Fiscal Policy Proposal – Bob Booz presented a draft policy to address Board Controlled Funds. A number of comments were made and changes to the draft were discussed at some length. Anne Mueller moved and Lynn Johnson

seconded a **motion to adopt a policy concerning Board Controlled funds**. It unanimously passed.

VI. Old Business

- A. 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.
- B. Other – None Noted

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Robert H. Booz  
Secretary