

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

September 10, 2019

7:30 P.M.

Meeting called to order – 7:30 P.M.

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

- I. Public Comments/Communications – A concern was raised regarding the stone marker in front of the Library. Corrective gardening will be requested and a response will be sent.
- II. Minutes – July 11, 2019 –Jan Wenzel moved and Jane Eriksen seconded a **motion to accept the minutes**. The motion passed unanimously.
- III. Financial Reports
 - A. Board – Robert Booz **moved to close the Development Fund with a zero balance**. It was seconded by David Turley. The motion unanimously passed.
 - B. Librarian – The final fiscal year-end report was presented. It showed a minor overage of approximately \$4,700. It was noted that the extraordinary expense of the final benefits payment to the previous Library Director, a Town expense, was covered by Library budget savings.
- IV. Librarians' Reports
 - A. Director – Planning is underway for the One Book, One Community event. The brand rollout was begun on September 10 with all materials converted to the new logotype.
 - B. Review of Statistics – The State Library reports comparing the Durham Public Library to the state as a whole and the state designated economic group showed the Library exceeds, by a significant margin, per capita numbers for circulation, library visits, and program attendance.
- V. Committee Reports
 - A. PALS – a mini Book Sale is being considered for the fall.
 - B. Building and Maintenance – A review and prioritization of maintenance requirements will be refreshed.
 - C. Space Planning – Report/Recommendation from August meeting – A presentation was made by Robert Booz that outlined conclusions and recommendations for space reallocation and improvement. Jane Eriksen moved and Eric Infeld seconded a **motion to accept the space planning recommendations and move forward with project planning for the proposed changes**. It passed

unanimously. The Space Planning committee will proceed with possible future consultation by Deanna Dewey.

VI. New Business

- A. Wall Lighting in new book area – Jane Eriksen and Christine Michaud reported to the Board on problems with the existing lighting fixtures. Shari Adams moved and Jan Wenzel seconded a **motion to purchase and install new fixtures**. It unanimously passed.
- B. Town Meeting 10/7/19. Library Board Elections – Board members Robert Booz, Eric Infeld, and Lynn Johnson’s terms are expiring. They will need to be reelected to be able to serve a next term.

VII. Old Business

- A. Agenda of upcoming meetings – This was tabled for future action.
- B. Other – Nothing noted.

The meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Robert Booz
Recording Secretary