

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

December 10, 2019

7:30 P.M.

Meeting called to order – 7:30 P.M.

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

- I. Public Comments/Communications –None noted.
- II. Minutes – November 12, 2019 – **Motion to approve November minutes** by Jane Eriksen, seconded by Anne Mueller. Passed unanimously.
- III. Financial Reports
 - A. Board – Waiting to hear from Bank regarding fees – will follow-up when next statement is received.
 - B. Librarian – Spending is in line with budgeted amounts.
- IV. Librarians' Reports

Director – The correct computer for the new audio-visual equipment has been received. Computer and new AV equipment to be installed this weekend. One book Durham was well received and attended. Five candidates interviewed for Youth Services position. Offer to be extended shortly.
- V. Committee Reports
 - A. Subcommittee on Space Revitalization

Work-plan discussed at last sub committee meeting. David Turley – building and programmatic tasks, Lynne/Christine – Furnishings, David and Bob – Public Relations. Subcommittee will work on plan for socializing Subcommittee to meet monthly
 - B. PALS

Mini book sale went well. Reminder of mini-golf in library fundraiser in March
- VI. New Business
 - A. 2020-2021 Budget

The Director distributed her recommendations for Capital Budget requests for the new fiscal year. **Motion to approve Capital budget as presented made by Anne Mueller** seconded by David Turley. Passed unanimously.

The Director distributed her recommendations for the new fiscal year budget. It has kept many line items flat to a very modest increase. Salary information was not included from Finance Director. **Motion to request Salary information (Dept. # 51610 and 51605) from Finance Director of town for budget detail was made by David Turley and seconded by Jane Erikson.** Passed unanimously. Bob Booz moved and Jane Erikson seconded a **motion to accept the Director's budget for submission as amended except for wages to the Board of Finance for the 2020 -2021 fiscal year.** It passed unanimously

B. Director's Evaluation Process - Director shared job descriptions as input for evaluation process. Board to gather evaluation materials for prior directors, as well as ALA information.

VII. Old Business - None

VIII. Executive Session – Director's Evaluation – **Motion made to go into Executive session for personal matters made by Bob Booz seconded by Lynn Johnson** – passed unanimously. Board went into executive session at 8:45 PM. **Motion made to leave executive session by Bob Booz and seconded by Lynn Johnson.** Passed unanimously at 9PM

Meeting adjourned at 9PM

Respectfully submitted

Eric Infeld

Recording Secretary