

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

April 14, 2020

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, and David Turley. Also attending: Christine Michaud, Library Director.

I.Public Comments/Communications - None noted.

II.Minutes – March 10, 2020 - **Motion to approve March minutes** by Anne Mueller, seconded by Jane Eriksen. Passed unanimously

III.Financial Reports

1. Board - Spending is in line with budgeted amounts. Refunds were received for CVEF Trivia Bee and registration for conference – both cancelled.
2. Librarian - Brief discussion on budget movements from acquisition of physical books to digital, and making Kanopy available. Kanopy is prepaid for a set amount and is use as go – usage is being regularly monitored. May look to do the same with Hoopla. Spending is in line with budgeted amounts taking this into account.

IV.Librarians' Reports

1. Director –
 1. Building is being checked regularly.
 2. Budget for next fiscal year is being worked on by Board of Finance (BOF). Will be sent for comments, Must be done by end of week, and will be done by Board of Selectman. Overall, based on information available to Director, low level of cuts – expected reduction in Building and grounds with the end of the Eversource loan. Reserve funds deposit for fiscal year for future purchase of automatic doors taken out.
 3. Review of month since last meeting – Intern is still working – has been asked to research and draft Disaster/Business Continuity Plan. Overall Intern has been doing a great job. Director is also working on plan for return to routine activities. Lion Library directors meeting is scheduled next week – topics include budget, and reopening plans – will work together to have these as coordinated as possible, and safety protocols.
 4. Remodeling Grant continues to move forward. Director and Deanna are compiling lists of items to be purchased, as well as required documentation.
2. Other – none discussed.

V.Strategic Planning Update – Shari Adams presented updated Strategic Plan. Plan incorporated Board requested changes from prior meeting, and updates to Key performance Indicators (KPIs).

VI.Committee Reports - PALS – Book Sale has been cancelled for now – may look to schedule later in year.

VII.New Business – none noted.

VIII.Old Business

1. Sign for charging station – Letter has not been sent yet.
2. Parking lot use during Fair – still open and to be addressed.

IX. General Discussion was held for good and welfare of the board.

Meeting adjoined at 9:00 PM

This meeting was held using videoconference and recorded to comply with public meeting requirements. Recording is available at

<https://zoom.us/rec/share/6-N7Nqn68kxISYHW136FX78CAt3Meaa81SUX8qUPyK5XGm6mHPK5fvIXCZiFwPw> (Access Password: T2?RRR1o)

Respectfully submitted

Eric J. Infeld

Recording Secretary