

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

June 6, 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, David Turley, and Jan Wenzel. Also attending: Christine Michaud, Library Director.

I.Public Comments/Communications - None noted to board. Noted that there have been thanks to Director for curbside pickup

II.Minutes – May 12, 2020 - Motion **to approve May minutes** by David Turley seconded by David Foster. Passed unanimously

III.Financial Reports

1. Board Managed Funds- Small (non-material) amount is not reconciling. Reviewed with Chairman, as well as with Board at this meeting. Agreed non-material and adjustment made to ensure balancing.
2. Library Operational Spending - running slightly under budgeted amounts taking lower spending due to COVID. Will be closer to budget than originally expected due to recent staff retirement and impact of benefits cash out to salary line item. Higher costs have also occurred for COVID response (e.g.: postcard mailing) may be reimbursed.

IV.Librarians' Reports

1. Library Director's Reports–
 1. Physical plant has remained closed in month of May
 2. Digital circulation continues up 125%
 3. Elevator repair complete
 4. Faulty alarm sensor replaced
 5. Lines in parking lot have been repainted
 6. Invasive Plants – will be removed in the fall – property owner and town have agreed that the town crew will remove
2. Other – none discussed.

V.Committee Reports –

1. PALS – Currently not meeting. Gift for Children's department made in honor of retired staff
2. Space Revitalization – Other than work on grant, committee will be primarily dormant for now.

VI. New Business - None

VII. Old Business –

1. Reopening Planning – Library director updated the Board on work on reopening plan. Curbside pickup and computer appointments are underway as of 6/1. More staff intensive than originally envisioned, and adjustments to staffing in building are being made. About 260 items circulated to this time. Libraries have been explicitly described in the guidance as part of phase 2. Library Director has reviewed plans for reopening with Town health Director. Primary concerns are capacity and appropriate social distancing. Will be moving some staff and resources to alternative locations – i.e. Children’s librarian to local history room, to ensure no violations. Tentative date for reopen to public on 6/29 - full staff in building one week prior to opening. Some furniture to be placed in storage, and number of chairs at tables reduced. Plan may be adjusted based on need. No programs or meetings to start. Circulation desk will have vinyl curtain rather than plexiglass. Director continues to confer with other LION libraries.
2. Remodeling Grant continues to move forward. Director submitting documenting for Intent to apply for grant.

VIII. Executive Session

1. Chair Bob Booze moved at 8:10 for Board to go into Executive session with the Library director. Jane Eriksen second. Board approved unanimously. At 8:55 PM Anne Mueller moved Board leave Executive session and Jane Erikson seconded. Board approved unanimously.

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

Meeting adjourned at 8:57 PM

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

https://us02web.zoom.us/rec/share/yZVaM7So7D1JYo3OsV7dUKE_Qt3YX6a80SQf_6JbyUh6-2ZLFY_Squb2uknTKKju Password: 6C+!D.s*

Respectfully submitted

Eric J. Infeld

Recording Secretary