

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

December 8, 2020

7:30 P.M.

Meeting called to order – 7:32 P.M.

Present: Robert Booz, Jane Eriksen, David Foster, Luanne Hanley, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller, David Turley. Also attending Christine Michaud, Library Director, John Jenkins – Town of Durham Road Foreman and Facility Manager

- I. Public Comments/Communications –
  - A. John Jenkins – Town of Durham Road Foreman and Facility Manager – introduced to Board and provided updates
    - i. Phase 2 exterior lot lighting for Library parking lot – budgeted amounts are currently in reserves, so will require transfer approval at town meeting. Will continue to work with Library Director and will also bring samples to Board. Board notes its appreciation for the work being done and keeping the assets the best, it can be.
    - ii. Invasive extending onto Library property – still on project list – date for removal has not yet been set. Follow-up between John and Library Director.
  - B. Other Comments – Note received from Library patron with thanks to Kim McNally for the take and make projects. Patron commented that the Library has made their first year in Durham the best.
- II. Minutes – November minutes – nonmaterial errors were noted to be corrected - **motion made by Jane Eriksen seconded by Lynn Johnson to approve the minutes with correction** - approved unanimously
- III. Financial Reports
  - A. Board Managed Funds – no funds expended. Moving Humanities Council column into the gifts and memorials column approved in November meeting implemented.
  - B. Library Operational Funds – overall on schedule and plan.
- IV. Library Director's Reports
  - A. Director –
    - i. Staffing – Library is short staffing at times and has been open as scheduled. Hours have been adjusted as of the end of November – a few questions on the 5PM closing – no concerns have been raised.

- ii. Attendance for children's programs and overall circulation remains lower
- iii. Revitalization grant approved – Board discussed need for committee for matching funds. Committee will lead effort to raise money or obtain commitments. Bob Booz will also talk with PALS (Pat and Lynn). Will add this as a standing agenda item for Board until 11/23/2021. Board members on the Committee will include Anne Mueller, Bob Booz (Ex Officio), David Foster, Jane Eriksen, Luanne Hanley.

B. Other –none discussed

V. Committee Reports

A. PALS – Annual campaign underway

VI. Old Business

A. Programs & Meetings Moratorium

- i. Director recommended extension of in person programs and meetings moratorium until the end of march. **Motion made by Bob Booz that Library suspend all in person programs and meetings on premises through 3/31/2021. Seconded by Lynn Johnson.** Approved unanimously.

B. 2021 Meeting Dates – communicated

VII. New Business –

A. Operating Budget – FY2021-2022 – Director noted that the request from Finance department for all departments to be cautious and prudent. Library Director reviewed draft operating budget. Discussion with Board included need to look at the line item for water rates – Director to discuss with town Finance. Overall operating increase is small, and primarily driven by wages. **Motion made by David Turley to accept the budget as presented. Seconded by Jane Eriksen.** Approved unanimously.

B. Hotspots Policy – Board reviewed the policy. Recommendations made –

- i. Hotspots not returned after two weeks - will be presumed to be lost and there is a charge of \$100.
- ii. Caution: do not leave Hotspot in hot car - highlight this caution in agreement and put on the device

**Motion made by David Foster to accept the policy with the modifications as specified. Seconded by Bob Booz.** Passed unanimously.

VIII. General Discussion – Board notebooks are being worked on and will be coming. Many notes were received with the annual appeal – some will be added to the newsletter

Meeting adjourned at 9:09 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/L5NNOefHvFOII-Jkm7JIYmfymWmAh-PizGGwb0m6DCKsVI7glDyjqQyl67P527k.HL5e3IRuiU89YKze> Passcode: 4VBr?9@+

Respectfully submitted

Eric J. Infeld

Recording Secretary