

## **DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**October 9, 2018**

**7:30 P.M.**

Meeting called to order – 7:32 P.M.

Present: Shari Adams, Bob Booz, David Foster, Eric Infeld, Lynn Johnson, Anne Mueller, David Turley, and Jan Wenzel. Not present: Jane Eriksen. Also attending: Christine Michaud.

- I. Space Planning Presentation – Jenny Paik of CPG Architects. – The presentation stressed the need for reorganization of the Library to meet the needs of a new ways of using its resources. Considerable discussion ensued around the three different presentations the Board has received. A decision was made to create a Space Planning Subcommittee of Robert Booz, Lynn Johnson, Eric Infeld and David Foster.
- II. Public Comments/Communications - None noted
- III. Minutes – September 11, 2018 – Minutes were posted to the public site but not distributed for a Board vote.
- IV. Financial Reports
  - A. Board – There are no outstanding items.
  - B. Librarian – The budget item for Library Wages is overstated due to a payment for unused vacation for the previous Director. This is an employee benefit and not a wage expense. We are requesting the correct classification of this expense outside of Library Wages.
- V. Librarians’ Reports
  - A. Director – September was a “slow” month as is the pattern from prior years.
  - B. Youth Services - The summer schedule and activities were very busy.
- VI. Committee Reports
  - A. Strategic Plan Quarterly Update – Christine Michaud presented the quarterly update of activity to date for the Strategic Plan. Most of the items are underway.
  - B. PALS - There was no PALS report.
  - C. Building Maintenance - The sprinkler system was broken by the technician conducting the quarterly safety check. It is going to be repaired. The front door is also being repaired due to damage
- VII. New Business
  - A. Board Election Results – Three existing members of the Board, David Foster, David Turley and Anne Mueller, were reelected at the annual Town Meeting.

- B. Upcoming Election of new officers – On a motion by Lynn Johnson and seconded by Anne Mueller, **slate of all current officers will continue for the 2018-2019 year**. The motion passed unanimously.
- VIII. Old Business
- A. Assistant Library Director Position Search – Kim McNally has accepted the position and will begin in October.
  - B. Staff Development Day – This annual activity was very successful. A highlight was the instruction on CPR.
  - C. Durham Fair Parking – There was a discussion about the use of the Library parking lot by both the State Police and others. David Turley will be coordinating with the State Police for their future needs.
  - D. Succession Planning – Due to time constraints, this was not discussed.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Robert H. Booz  
Secretary