

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

April 9, 2019

7:30 P.M.

Meeting called to order – 7:34 P.M.

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

- I. Public Comments/Communications – Jane Eriksen shared a presentation of History of the Durham Library 1733 – 1963. Two thank you notes received for programs and to the Board.
- II. Minutes – March 12, 2019 – Jane Eriksen moved and Lynn Johnson seconded **a motion to accept the minutes as submitted.** The motion passed unanimously
- III. Financial Reports
 - A. Board – Development fund was used to pay for the cushions in the Children’s room as approved in prior Board meeting. Payment for branding made from grant.
 - B. Librarian - The Director reported that all budgeted line items are within projections for the year with only minor exceptions noted.
- IV. Librarians’ Reports
 - A. Director -
 - B. Semi-Annual Statistics
- V. Committee Reports
 - A. PALS – Mini Golf – Mini golf did well and was successful with excellent reviews. Book sale is planned for 5/18 and PALS will be sorting books on Tuesday and Thursday evenings
 - B. Strategic planning quarterly review – Director reviewed the progress on strategic plan. Progress is in line with expectations. Next update is planned for June/July. Strategic planning process needs to be reviewed and Board needs to decide on what it wants to do.
- VI. New Business
 - A. Homebound delivery service - Director presented to Board proposal for a homebound delivery service. Expectations are that appropriate staff polices are developed. Agreed that proposal should be amended to only be in Durham. Motion from David Foster seconded by Jan Wenzel to a accept the policy as amended. Motion passed unanimously.

- B. Status of Lamps in New Fiction area – lamps need to be replaced. Director will come back to Board with options.
- VII. Old Business
- A. 2019-2020 Budget – Budget request has been reviewed with Board of Finance and in general is being maintained to be presented as part of town budget.
 - B. CT Humanities Grant – Branding – meetings underway with consultant – presentations to Board and staff will be upcoming
 - C. Update of Children’s room – see above on cushions
 - D. Other
 - i. Subcommittee on Space reported findings. David Foster reviewed process the committee used and relayed the findings on where space is considered adequate or considered to be inadequate to meet the needs. At May meeting will have deeper discussion and prioritize based on overall ratings of categories as presented by subcommittee. Once this prioritization is complete will also consider how updating and freshening the library will be included.

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Eric J Infeld
Acting Secretary in Bob Booz’s absence