

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

May 12, 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.

II.Minutes – April 12, 2020 - Motion **to approve April minutes** by Jane Eriksen seconded by Anne Mueller. Passed unanimously

III.Financial Reports

1. Board Managed Funds- CCard funds have been received and recorded
2. Library Operational Spending - running slightly under budgeted amounts taking lower spending on physical books and media into account. Expect this will rise to budgeted amounts once move forward with reopening plan. Budget hearing was held, and library budget is flat taking into account end of Eversource loan. Reserve amount for automatic door planned as part of remodeling was cut as anticipated.

IV.Librarians' Reports

1. Library Director's Reports–
 1. Digital circulation has doubled
 2. Elevator stopped working – new circuit board has been ordered
 3. Hearts in window campaign has been a success
 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.Committee Reports –

1. PALS – Book Sale has been cancelled for now – may look to schedule later in year

VI.New Business

A. Adjacent Properties –

- i. Minutes of 4/27/2020 Selectman's meeting noted that UC is selling the House and Property next to the Library. Board discussion followed and Board Chair

and Library director will follow-up with First Selectman to discuss working on alignment of organizational position for Board and town

- ii. Board Chair communicated that he had been contacted regarding plantings on different adjacent property that are growing over fence, and into library parking spaces. It appears the Town has been contacted, and town is looking to remove on the adjacent property owner's behalf. Board discussed. **Motion made by Robert Booz and seconded by Lynn Johnson. The Board concurs with the Town of Durham's offer to remove the invasive plants growing near the border of the southwest side of the parking lot. Since these are not on Town owned land, this removal is subject to the homeowner's permission to do so. Passed unanimously.**

- B. Reopening Planning – Library director updated the Board on work on reopening plan. State of CT has a four phased approach for reopening the state. Libraries have not been explicitly described in the guidance that has been provided. Library Director believes that Libraries fall between retail and museums. Director has been conferring with other LION libraries -it does not appear there will be able to be coordination across libraries as each library's governing body acting in different ways. Director has been speaking with and reviewing plans with Public Health Director Recommendations for phase 1 opening reviewed with the board – includes, reopening of book drops with sequestration of materials for 5 -7 days; touchless curbside pickup for Durham residents only, use of copiers and computes to be allowed by appointment for only two patrons at a time in the building. Phase 2 is scheduled for June 20, and would potentially include opening doors to public with limitations.

VII.Old Business - none

VIII. 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://us02web.zoom.us/rec/share/vulZC4jSyF1LHJ3MylrRavN4Hr3qX6a81Hlfr6YKnhriLsrMnKy8EkFgDefXxXBJ>
Password: 0zl68x&

Respectfully submitted

Eric J. Infeld

Recording Secretary