

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

July 14, 2020

7:30 P.M.

Meeting called to order – 7:30 P.M.

Present: 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 of note
- II. Minutes – June 9, 2020 – minor amendments recommended to submitted minutes. Motion **to approve June minutes as amended** made by Anne Mueller Second by Jane Eriksen.
- III. Financial Reports
  - A. Board Managed Funds – C-CAR spending is mostly complete, will be complete with incoming invoices. Otherwise consistent with prior month.
  - B. Library Operational Funds – overall budget is on track – fiscal year not yet final as some invoices are outstanding. COVID Supplies – some small movement of items from one category to another - discussion ongoing with Town Finance Director on categorization.
- IV. Library Director's Reports
  - A. Director – June curbside pickup was very labor intensive – specifically calling and scheduling for pickups. Reopened for browsing by Patrons on 7/6/2020. A steady slowly increasing number of Patrons has been noted. Circulation first week of July after opening was equal to all of June with curbside pickup. Director and Staff are finding which of the Zoom Programing works best for adults. Zoom programing for children has not been as effective other than the Dungeons and Dragons group. Director and staff plan to review lessons learned. Director is looking for a new Circulation Assistant.
  - B. Other –none discussed
- V. Committee Reports
  - A. PALS – museum passes were renewed
- VI. New Business
  - A. Statistical Report –Year over year comparison impacted by the year end differences driven by changes in operations due to COVID. Director has run July 2019 – February 2020 to review overall trends without the COVID driven

Operations changes – one trend noted is the increase in physical recirculation due to autorenewal.

- B. Grant Application Process – Progress continues track for September 1 submission. Draft is complete. Board of Selectman approval and certification on submission complete. Floor plan and list of materials with costs is being finalized – costs are higher than original
- C. Capital Planning – Board chair shared that discussions are beginning on a capital campaign. A Capital Campaign committee needs to be formed, and will need to include membership from PALs, Board and non-board members. Will confer with the Community Foundation for what guidance they can provide for the campaign.

VII. Old Business

- A. Ongoing Reopening Discussion – Director requested from Board guidance on triggers for further opening or a rollback. Board discussed. Motion made by Bob Booz that Library will not resume indoor programming or in person meetings until end of December 2020. Lynn Johnson seconded. Passed unanimously
- B. Strategic Plan – no significant movement due to work on COVID. Director is planning to move forward on operational plan for 2020-2021.

VIII. General Discussion – congratulations from the Board to Christine and Kim on positions in LION.

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/19LP67Zp1JOTYHE5wLgU4csMKHfT6a81ygZ-6BbnkwvcRoHbUWvIvb\\_nGNva\\_gD](https://us02web.zoom.us/rec/share/19LP67Zp1JOTYHE5wLgU4csMKHfT6a81ygZ-6BbnkwvcRoHbUWvIvb_nGNva_gD) Password: 9i.?@.56

Respectfully submitted

Eric J. Infeld

Recording Secretary

Robert H. Booz, Chairman

Join Zoom Meeting

<https://us02web.zoom.us/j/84734651160?pwd=bTVqWHBBVXRkK2FXUVB5eEl0YmRhZD09>

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