

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

October 13, 2020

7:30 P.M.

Meeting called to order – 7:33 P.M.

Present: Robert Booz, Jane Eriksen, David Foster, Luanne Hanley, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller. Also attending Christine Michaud, Library Director.

- I. Public Comments/Communications –
  - A. Thank you from a staff member that received get well flowers
  - B. Information from the complete streets program was received
  - C. Letter from the Association of Connecticut Library Boards received – unopened – Bob Booz will pick up
  - D. Communication from Laura Francis regarding water from Library being supplied to 13 Maple Ave. – plumbers will be hooking up water supply to house soon.
- II. Minutes – September minutes – **motion made by Jane Eriksen seconded by Anne Mueller to approve the minutes** – approved unanimously
- III. Financial Reports
  - A. Board Managed Funds – spending consistent with prior month– little overall activity
  - B. Library Operational Funds – 9/2020 – 25% through fiscal year – overall on target. Grounds maintenance – budget fully expended with agreed to weeding and mulching. Town Budget will be paying the balance and take us through spring when Town crew is expected to do cleanup. Still expect town crew to complete removal of invasive plants from adjacent property though do not have date as of yet. Electric running higher due to loan payments which end in October – front loaded into the budget. Office supplies ahead of budget – some tied to COVID expenses- ongoing discussions with Town Hall.
- IV. Library Director’s Reports
  - A. Director –
    - i. Report of a trip and fall in parking lot – over the hose cover that runs to neighbor’s home. Town safety committee has been asked to look over grounds. May potentially paint the curb yellow. These types of incidents are covered under the town liability policy.

- ii. Online homework help – began in Sept. Used 26 times between 9/9 and 9/30 – no specific user feedback. First set of postcards have been sent out postcards – 53 – no responses as of yet.
- iii. Youth services – has been very quiet in September. 14 Teens attended a Young Adult Self-care program, and there has been good response to pick up crafts and for pumpkins.
- iv. Q1 operating statistics are generally down – Gate is down, E circulation is up – this has budgetary implications as eBooks are more costly per circulation. HOOPLA and LIBBY are up. Canopy is not as much a draw – this was prepaid and will need to look at whether we will reup. circulation overall Is recovering. Continue to see that certain programs are working virtually better than others.

B. Other –none discussed

V. Committee Reports

- A. PALS – continue to be on same path. Annual appeal is coming up end of October. Hoping that the response will be up without other fundraisers.

VI. Old Business - none

VII. New Business –

- A. Nominating committee needs to be formed for Officers and Trustees. David Turley will chair, Eric Infeld and Maya Liss will be part of committee – likely an ongoing semiformal committee – can also look at an ongoing list of individuals potentially interested in being a trustee as well as succession planning and transition to ensure institutional continuity.
- B. Operating Hours – currently operating hours are 12 – 8 Monday to Friday and 12-5 Saturday. State is in Phase 3 reopening which will allow up to 75% capacity. Requests are coming in for increased morning hours – staff currently in at 9 AM and should be able to support additional morning hours without changes in current staffing model. No increase requested in evening hours and no plans for programs onsite so no underlying need to go to 9:00 PM. **Motion made by Bob Booz to expand hours consistent with the Director’s recommendation open hours expand to 10AM – 8PM. Jane Eriksen seconded.** Passed Unanimously.
- C. Time Limits – requests have come form patrons to be able to stay in library for longer periods. Current time limit is 30 minutes and that has needed to be enforced. Building has not reached capacity and has “good” air flow. **Motion made by David Foster to expand the maximum time patrons during visit to 1 hour at the discretion of the Director to reduce that time as needed. Seconded by Bob Booz.** Passed Unanimously.
- D. Gift received by PALS – PALs received an unsolicited gift from Harvard Pilgrim as part of their pledge to support nonprofits as part of COVID response. Harvard Pilgrim is interested in knowing how the gift was spent. Board discussion on

possible items and decided that the space and planning committee would be the best place to research on how best to apply the gift.

- E. By Laws – copies have been distributed to Board members for review and discussion at next meeting.

VIII. General Discussion –

- A. New Board members were welcomed to the Board. Discussion on the orientation materials for new board members. Director and Board chair will meet to discuss and pull together binders for new members.

Meeting adjourned at 9:15 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/9k00tCtgvdG-ILh3-Gln9RTgOPnVzINy1sHY04Dr\\_krhLrUxcuGAPq8Qm\\_4Fqijj.1b2WaZbz7RuH\\_r2l](https://us02web.zoom.us/rec/share/9k00tCtgvdG-ILh3-Gln9RTgOPnVzINy1sHY04Dr_krhLrUxcuGAPq8Qm_4Fqijj.1b2WaZbz7RuH_r2l) Passcode: +%9B!Wx7

Respectfully submitted

Eric J. Infeld

Recording Secretary