

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

September 8,, 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. Also attending Maya Liss, and Christine Michaud, Library Director.

- I. Public Comments/Communications – none noted
- II. Minutes –
  - A. July minutes – **motion made by Anne Mueller seconded by Bob Booz to approve the minutes** – approved unanimously
  - B. August minutes - **motion made by Anne Mueller seconded by Bob Booz to approve the minutes.** In discussion minor amendments requested. Motion approved unanimously with amendments
- III. Financial Reports
  - A. Board Managed Funds – spending consistent with prior month– Anne and Jan met – checkbook exchanged, and signee changed at bank. Reviewed timing for receipt and spending of CCard funds.
  - B. Library Operational Funds –
    - i. Year-end - Outstanding invoices have been applied and year-end report is complete. Some minor shifts on items related to COVID 19 spending after discussion with Town. Overall 97.5% of budget spent – much of variance driven by water and electric spend, as well s decrease in travel due to Covid 19
    - ii. 8/2020 – 17% through year – bottom line is close to budget – information technology is higher due to quarterly payments. Spending increased on grounds maintenance. 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 –
    - a. Grounds maintenance – further conversations have occurred with Town – Town crew is still engaged in post storm cleanup - agreed to bring in

external contractor to complete a full fall cleanup and how that will be paid for. Mulching needs to occur in spring, to prevent the overrun of weeds next year. Plan is still in place for town to clean up.

- b. Circulation has picked up but is not at pre Covid level –Children’s book circulation is down the most. Will continue to monitor changes in traffic patterns with school back in session.
- c. Online homework help – new program being funded by PALs through Brainfuse – expect to start week of 9/14. Communication through schools and Library’s regular channels.
- d. New staff member is working out well
- e. Receipt of Grant application has been acknowledged – more will be coming in December

B. Other –none discussed

V. Committee Reports

- A. PALS – continue to be on same path. **Motion made by Jane Eriksen, seconded by Lynn Johnson to express deep appreciation to Jan and David Wenzel for their considerable support of the Durham Public Library and PALs.** Passed unanimously

VI. Old Business

- A. By Laws – Board chair raised that the bylaws should be reviewed – last adoption date is 2007 – he has started to read through and more information to come to the board at a future meeting on the findings

VII. New Business –

- A. Fundraising and grant options – now that grant is submitted – Library director and Board Chair will reach out to Community Foundation of Middlesex County for advice on best practices to set up fund raising committee.

VIII. General Discussion –

- A. The board expressed it thanks to Shari Adams for all of her contribution

Meeting adjourned at 8:21 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/PlbiElBibKjr-jK67pSmhgHbi4XLAmFHZ1WBstCqJC4MEcpVxyDCiwaK6xYdOGjT.nLsX\\_v6PRnSSL8-o](https://us02web.zoom.us/rec/share/PlbiElBibKjr-jK67pSmhgHbi4XLAmFHZ1WBstCqJC4MEcpVxyDCiwaK6xYdOGjT.nLsX_v6PRnSSL8-o) Passcode: Tf3DN\*i2

Respectfully submitted

Eric J. Infeld

Recording Secretary