

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

November 10, 2020

7:30 P.M.

Meeting called to order – 7:30 P.M.

Present: Robert Booz, Jane Eriksen, David Foster, Luanne Hanley, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller, David Turley. Also attending Christine Michaud, Library Director, Brad Jubelirer, MD for Complete Streets Durham CT

- I. Public Comments/Communications –
  - A. Complete Streets Durham CT – Brad Jubelirer MD came to speak with the Board about Complete Streets. Brad reviewed the purpose, conceptual plan to improve access for all users of the streets in Durham and requested a letter of support from the Board as Complete Streets applies for grants. **Motion made by Bob Booz that the Board of Trustees creates a letter of support for the conceptual plan. Anne Mueller seconded.** Approved unanimously. Bob Booz will send the letter to Brad.
  - B. Other Comments - None
  
- II. Minutes – October minutes – a typographic error was noted on time for operating – item to be corrected - **motion made by Jane Eriksen seconded by Lynn Johnson to approve the minutes with correction**– David Turley abstained as he was not present at meeting - approved unanimously
  
- III. Financial Reports
  - A. Board Managed Funds – gift received from Mary Wilkinson. Discussion held regarding tracking under Ct Humanities Council – this was in place for the grant - **motion made by Bob Booz to move the Humanities Council column into the gifts and memorials column. David Turley seconded.** Approved unanimously
  - B. Library Operational Funds – 10/2020 – 1/3 through fiscal year – overall on target with about 33.3% of budget expended. COVID expenses have been consolidated. Purchases for children’s books is higher driven by bulk purchase of Nutemg Award winning books.
  
- IV. Library Director’s Reports
  - A. Director –
    - i. Staffing . staffing availability is running light – impacted by planned medical events, and self isolation due to possible near contact with a positive case. Director is juggling at this time. Director spoke with Beth at Town Hall , and agreement reached for

substitutes for desk if needed to patch staffing together. Director did relay that if any of the staff tests positive then all staff will need to self quarantine, and that there may need to look at operating hours.

- ii. Programs – adult zoom and pickup programs have been successful over past month. Children’s programs are running hit or miss
- iii. Noted it has been impressive with how far down overall foot traffic is that Circulation is down only 8% for October year over year

B. Other –none discussed

V. Committee Reports

A. PALS – Discussion held (Pat, Lynne, Christine) on options for gift received from Harvard Pilgrim. List is being finalized for PALs to vote on. Discussion regarding wifi hot spots, and the need for policy and procedures for use, and need for funds to continue any program after the funding from PALS/Harvard Pilgrim Gift is spent. Pals also expressed their thanks for all Christine’s efforts on the letters for the annual campaign.

VI. Old Business - none

VII. New Business –

A. Nominating committee - David Turley presented the slate. Bob Booz Chair, Lynn Johnson, Vice Chair, Eric Infeld Secretary, Jane Erikson Corresponding Secretary, Anne Mueller Treasurer. Motion made by Board Secretary to accept the slate as offered by the nominating committee by acclamation. No other nominations submitted. Slate approved. – Committee will work on at an ongoing list of individuals potentially interested in being a trustee as well as succession planning and transition to ensure institutional continuity. Will report to the Board on a quarterly basis.

B. Board Notebooks - Bob shared for discussion purposes a draft for a Board Notebook. Board discussed documents that should be included and what would be considered as an optional document. There need to be copies of the Notebook for each Board member, one for Library Director, and a display copy for the Library. Bob and Christine will finalize and determine the costs.

C. By Laws – deferred to next meeting

D. Capital Budget – Due on December 3. Director reviewed and Board discussed the submission. **A motion was made by Eric Infeld that the Library Director submits capital budget plan for the 5 fiscal years presented by the Director. Seconded by Bob Booz** Discussion on the motion occurred. Motion passed unanimously

VIII. General Discussion – none

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/mu9epA76PUdXYq6u\\_4A2qJ\\_cLzWY053AatI\\_2JWbh6hUsWDE00hSLCXlv9-aKjUQ.CPc5ii3FqCPY6\\_Gh](https://us02web.zoom.us/rec/share/mu9epA76PUdXYq6u_4A2qJ_cLzWY053AatI_2JWbh6hUsWDE00hSLCXlv9-aKjUQ.CPc5ii3FqCPY6_Gh) Passcode: 7Ko=3\$nB

Respectfully submitted

Eric J. Infeld

Recording Secretary