

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

October 12 , 2021

7:30 P.M.

Meeting called to order – 7:35 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

- I. Public Comments/Communications – None
- II. Minutes – September 14 - **motion made by Anne Mueller seconded by Lynn Johnson to approve the minutes with changes noted by David Foster regarding filtering software and hotspots** - approved unanimously
- III. Financial Reports
 - A. Board Managed Funds – regular expenditures in prior month.
 - A. Library Operational Funds –On target and in line with expectations at this point in the fiscal year
- IV. Library Director’s Reports
 - A. Staffing – Applicants for position as Library Assistant received and interviews to be held
 - B. General – Has been a quiet month. Year over Year there has been an increase – digital use is holding steady
 - C. Marketing - Initiatives include postcards being sent to new homeowners in town, new library card holders being emailed, community job board, teachers getting library cards, and a teen box
 - D. Tech - Some work being done on computer systems as there has been some slowdowns on backups.
 - E. Grants and funding
 - a. Eversource grant – will not be receiving this year – will look at in 2022
 - b. Bond Commission – continuing to wait on State Bond Commission meeting
 - c. Memorial Donations in Hank Robinson’s name received
 - d. Community Foundation – grant received being used for Adult programming and Staff training
- V. Committee Reports
 - A. Library Renewal – update provided as part of Directors report

- B. PALS – no new information
- VI. Old Business
- A. **CIPA – Motion made by Bob Booz to Adopt the CIPA policy as presented by Christine Michaud. Anne Mueller seconded.** Passed unanimously.
- B. **Staff Retirement** – the Board recognizes Diana St. Pierre for her service to the Library.
- VII. New Business
- A. Congratulations to Anne, David and David on reelection to Board
- B. Budget – Capital Budget is due end of November and operating budget mid December. Looking to go to a zero based budget process for building and grounds
- C. Old Library Steps and Façade – Next steps for bid to repair the steps underway.
- D. Children’s Internet Protection Act (CIPA) Compliance – Director reported on need for compliance. Impact would be on Library devices - PCs and Hot Spots – not on devices patrons bring in. Need to use an external vendor and will have added cost (\$112/year) which will be covered through savings by being in compliance. Director has discussed with peers in other libraries on how it has been working. Board discussion on CIPA, need for an update to current internet safety policy, and need for public communications. **Motion made by David Turley that Director should take the necessary actions to be CIPA Compliant. Bob Booz seconded.** Passed unanimously.
- E. COVID rules – discussion on changing current COVID rules. Recommendation from Director is to change policy to
- i. Allow use of lower level meeting room by outside groups – 1 room; 1 meeting/day; maximum of 30 people; masks must be worn
 - ii. Patron time limit of 1 hour lifted
 - iii. Restart in person programming for Adults
- Motion made by Jane Eriksen to accept the policies as presented. Seconded by Anne Mueller.** Passed unanimously.
- VIII. General Discussion – general discussion for good and welfare of Board members.

Meeting adjourned at 8:37 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/45i2VRbs4841vHPotwrEXPS7jgmmSMjUAN6OHUwGUv3nE3R9aRtbkNKBCDq7Rp6V.Dme2dNJF46wUbp2y>

Passcode: 293kY+nb

Respectfully submitted.

Eric J. Infeld

Recording Secretary