

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

November 9, 2021

7:30 P.M.

Meeting called to order – 7:31 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 –
 - A. Thank you note received from Diana St. Pierre for the retirement gift from the Board
 - B. Lynn Johnson reported a new neighbor communicated they are in love with the library, and wanted to pass on the staff is doing a great job
 - C. Bob Booz reported that BOS communicated that the annual Board and Committee’s meeting will be held on 11/15 and will be a hybrid meeting. Bob and Christine will be attending. Open to the public

- II. Minutes –
 - A. October 12 meeting of the Library Board - **motion made by Jane Eriksen seconded by Anne Mueller to approve the minutes with changes noted by Christine Michaud** - approved unanimously David Turley Abstained
 - B. October 12 Public Hearing – **motion made by Bob Booz to approve the minutes. Seconded by Anne Mueller.** Approved unanimously David Turley abstained.

- 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 – Library Assistant position has been filled
 - B. General – Programing: been a quiet month with some in person programming as well as discussion regarding transition to in person or the use of hybrid programming. Weekly morning story stroll was limited primarily due to participants’ schedules staffing issues and weather.
 - C. Building and Grounds -
 - a. Plumbing issue in staff bathroom resolved
 - b. Recurring elevator issues – hopefully resolved
 - c. Town signed proposal with architect for repair of stairs for original library

- D. Modular Staff Office for Children’s Room purchased with ARPA grant money has been installed. Town crew very helpful Mobile work desk is on order and expected to be delivered in January.
- E. Meeting Rooms – initial rush to use from outside groups to use the room, has slowed down.
- F. Grants and funding
 - a. Bond Commission – continuing to wait on State Bond Commission meeting
 - b. CT Humanities SHARP Grant – up to \$10,000 (no match) for capacity building – this not for the purchase of things, for planning, assessment, Board Development. Writing grant to hire a consultant for a new community needs assessment, and the development of a new strategic plan. The Board is in consensus that Director should proceed with application for the grant.

- V. Committee Reports
 - A. Library Renewal – update provided as part of Directors report
 - B. PALS – meetings are occurring. No fundraising planned for now.

- VI. Old Business
 - A. Election of Officers – David Turley will pull together the nominating committee and present slate at next meeting

- VII. New Business
 - A. Director presented draft of capital budget with general discussion from Board. **Bob Booz moved that the Board accept the proposed capital budget as presented by the Director and forward to Board of Finance. David Turley seconded.** Approved unanimously.
 - B. Thanksgiving hours – Director requested hours for Wednesday 11/24 be adjusted to close at 5PM – there will be reduction in hours or time off for staff with the early closing, and Library would be open regular hours on Friday and Saturday. **Jane Eriksen moved to follow the recommendation of the Library Director. David Turley seconded.** 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/QG7vP9C7NLzHuH5nrdt6MuJ83V6SMAGC-8zpSa-ZQdyw2RDz_9v2flq6wlPealHl.rnCjb1YfVAY40sqY

Passcode: +h3.Zqd7

Respectfully submitted

Eric J. Infeld

Recording Secretary