

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

January 11, 2022

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. Also attending Christine Michaud, Library Director. Absent: David Turley

- I. Public Comments/Communications – None
- II. Minutes – December 14 meeting of the Library Board - **motion made by Anne Mueller seconded by Jane Eriksen to approve the minutes** approved unanimously
Eric Infeld Abstained
- III. Financial Reports
 - A. Board Managed Funds – regular expenditures in prior month.
 - A. Library Operational Funds – On target and trend in line with expectations at this point in the fiscal year
- IV. Library Director’s Report
 - A. General – Overall circulation is up year over year at the fiscal midyear point
 - B. Building and Grounds -
 - a. Heating – No heat 2 different times. HeatTech found and replaced a clogged valve. No further issues with the heat.
 - b. Elevator - The state elevator inspector came on December 29 to inspect all of the town elevators. Deficiencies identified which were not expected with existing contract with Kone - John Jenkins has contacted Kone to repair the deficiencies and will monitor. The elevator is operational.
 - C. Grants and funding
 - a. The Community Foundation of Middlesex County (CFMC) and the PeachPit Foundation announced grants of \$2,500 to each Middlesex County Library for programs promoting kindness. The library staff is working on plans for how to spend these funds. Levi E. Coe Library received an identical grant, and we are in discussions about pooling our resources for a community-wide program.
 - b. CT Humanities approved our grant application for \$10,000 to hire a consultant to assist with the community needs assessment and strategic planning process. As with the previous CT Humanities grant, we will be receiving \$8,000 up front, and the remaining 20% after the project is complete. **Motion made by Bob Booz seconded by Luanne Hanley to establish a fund account as a**

separate account and at a later date to fund the account. approved unanimously.

c. Noted by the Board the fantastic job that Christine Michaud Library Director has done in seeking and obtain grants.

V. Committee Reports

A. Library Renewal – committee has not met.

B. PALS – no January meeting.

VI. Old Business

A. Communicated from Board of Selectman there will be meeting upcoming regarding work for the stairs on the old Library. Town may move forward with grant application.

B. Parking Lot during Fair – **Motion made by Luanne Hanley to authorize Bob Booz go to Board of Selectman for clarification on permission to use the Durham Library parking Lot for fund raising purposes. Seconded by Anne Mueller.** Discussion on motion. Motion approved unanimously.

VII. New Business

A. **Strategic Plan** – discussion on hiring a consultant to assist with strategic planning. Request for Proposal has been drafted. **Jane Eriksen moved to send the RFP to the list of Consultants as reviewed by Director. Bob Booz seconded.** Approved unanimously.

B. Renewal work plan – Bob Booz reviewed initial framework for work plan. **David Foster moved to proceed and move forward with the framework and planning. Bob Booz seconded.** Passed unanimously.

VIII. General Discussion – general discussion for good and welfare of Board 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/mQ6hSsgf_6EVwVI4MUE7ZwVvk3cDBIoATDqVPTiP0d0X1tDOXX9uY37K9I94w9phT.4GxzTiMkHnXsGm_T

Passcode: a#9@K8b5

Respectfully submitted

Eric J. Infeld

Recording Secretary