

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

March 8, 2022

7:30 P.M.

Attendees: Robert Booz, Jane Eriksen, David Foster, Luanne Hanley, Eric Infeld, Lynn Johnson Maya Liss, Anne Mueller, David Turley. Also attending Christine Michaud, Library Director. Andrew Foster

- I. Public Comments/Communications
 - A. Andrew Foster: Eagle Scout Project – Andrew Foster presented on his Eagle Scout project – requesting to put plaques of plaques recognizing the history of people who were abolitionists or were slaves in the local area in the Library. Board had questions about the project and plans. Appreciation given to Andrew for his presentation – will take this under advisement and get back to him.
 - B. General Comments - none
- II. Minutes – February 8, 2022 – motion accept Jane and Eric – unanimous Lynne Johnson abstained
- III. Financial Reports
 - A. Board Managed Funds – new column created for the strategic plan grant for reporting back to Humanities Council for how grant was spent
 - B. Library Operational Funds – as of End of February, 2/3 way though the year – on track – books ahead on Lion fees (quarterly so correct there) service contracts are a bit over as already paid for, books and media will supplement with CCard and programs spending down.
- IV. Library Director’s Reports
 - A. Director – in person programs restarted with success; more to come. Foot traffic is up. Implemented new mask policy when CDC implemented changes.
 - B. Buildings and grounds – heat issues – too much heat right now – waiting for repairs.
 - C. Grant funding used for children’s room and new water fountain – installation has been completed – some trim work left – final report submitted to state today all funds spent.
- V. Committee Reports
 - A. PALS – talking about having a book sale
 - B. Renewal Committee – met with Dianna Dewey to kick off, architect was there too. Furniture costs are basically flat. Minor changes on public computers - so 2 in back 2 on side and 2 in social area. Ready to pick carpet – need 3 bids from state certified vendors. Requires low VOC glue for the carpet. Procedures on bidding process are being looked into to ensure we remain in compliance.
- VI. Old Business
 - A. Parking Lot and 120 Main Street Parking – quick claim deed filed and parking lot town property. Easement negotiated and signed – there is agreement for 2 reserved parking

spaces for 120 main – have been marked off. Meeting scheduled for 4/7 with Trooper Morello, leadership, and First Selectman on use of parking lot during fair.

- B. Address Signage. Easement document reads that owner of 120 Main St can put up a sign near the split rail fence with the approval of the signee. Director worked with John Jenkins to get initial draft, which was received. Feedback given, and Director will follow-up with John as needed. 120 Main Street is being shown.
- C. Lighting and light fixtures – Jane and Anne have been researching – fixtures picked out and order has been put in....prices are a little volatile and don't know for sure when they will be in. Did look into ensure it the lighting in the fixtures is appropriate.
- D. Board Policy Discussion – Programming Policy – David Foster and Director worked together to incorporate feedback into policy and updated the statement of concern document – **Anne Mueller move accept the policy as presented by Director Lynne Johnson second** – Passed unanimously.

VII. New Business

- A. Strategic Planning Committee Formation – this would be a working committee with limited scope to getting the process started. Anne, and Maya from Board, PALs will sit in along with Bob and Christine. Consensus of the board is that selection process can be delegated to the committee.
- B. Strategic Planning Consultant Selection Process – RFPs have been responded to by 4 – have been reviewed and 3 have been selected for follow-up. Need committee to interview hire and work with consultant through planning process....need to be done by EOY 2022 per grant
- C. Eagle Scout project – Board discussed what was presented. Board consensus is: facilitating program on library; help as needed presentation in library window; written documents in history room. Discussed whether this does fall under gift policy – which includes restrictions or conditions that need special housing or treatment as as such under the Boards discretion. Bob and Christine will look to sit down with Andrew and say here is what we can do, thank you but we cant accept a plaque since it falls outside of our policy, as well as alternatives.

VIII. General Discussion

Motion to adjourn at 8:52