

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

May 10, 2022

7:32 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

- I. Public Comments/Communications - none
- II. Minutes – motion to accept minutes Anne and seconded by Lynn – unanimous; Eric Infeld and David Turley abstained since they were absent last month
- III. Financial Reports
  - A. Board Managed Funds – nothing outstanding to report
  - B. Library Operational Funds – as of End of April 83% way though the year – on track – Library books and media and Lion fees (quarterly so correct there) are on track based on fiscal year and timing. There was a question about the supplemental funding report that was explained.
- IV. Library Director’s Reports
  - A. Director – in person programs doing well. Foot traffic is up and circulation is somewhat down from last year and overall trend down slightly – some due to decrease in school population. Overall our circulation is high for a library of our size
  - B. Buildings and grounds – heat issues – plumbing work completed
  - C. Renewal – Reported to Board that Diana did talk to member of Commission on Human Rights and Opportunities (CHRO) for clarity on forms that need to be filed. Will be doing walk through with potential vendors soon 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 for all funds spent.
- V. Committee Reports
  - A. PALS – book sale coming up
  - B. Renewal Committee – committee has met. Had been waiting on information from CHRO, has been received and preparing a request for quotes. Once all approvals received will send to a selection of vendors for the walkthrough
- VI. Old Business
  - A. Parking Lot – can officially park cars during fair – signed off by First Selectman and State Trooper. Ground rules shared.....50 total spots, 15 spots for Library fundraising – Durham Fair commercial vendors only – will ask Fair to identify preferred vendors. Guidelines include:
    - i. No sharing of passes
    - ii. passes only for full weekend
    - iii. restricted in and out
    - iv. one vehicle per space

- v. no camping or staying in vehicle
- vi. library creates hang tag and hang tag must be displayed,
- vii. numbered spaces and spaces will be assigned.

All other spaces are at sole discretion so State Police. Need to establish towing provisions. Contract with the vendor including key contact information and will be available to fair association and Sate Police; will need contact info for Library, and there will will be standard hold harmless clauses in the contracts. Considering the amount to charge for 4 day weekend. Next steps - Bob will contact appropriate people at Fair after Fair Board is informed. All proceed will go to Board Funds. Discussion on insurance, and coverage should be through the town. **Motion made by David Turley to proceed with using Library Parking Lot for the upcoming Durham Fair in accordance with the guidelines presented (attached as addendum) Lynn Johnson seconded**– passed unanimously

- B. Strategic Planning Process – Director had meeting on planning with ReThinking Libraries – primarily logistics and timelines. Community survey being developed – committee will review draft – plan to launch survey in June and run through July. Focus groups are planned approximately last week in July. Then will prepare for Board retreat approximately end of August.

## VII. New Business

- A. Director’s Review – Board of Finance has asked for study of job functions and salaries - First Selectman commissioning a study. Informed First Selectman of the process and reviews currently in place for Library – what Board of Finance is looking for. Need to have more active communications with Board of Finance – want to start review process in October so complete prior to the budget presentation. Library Director and Board will review the town process. Board and Director are unequivocally accountable for the performance process of Library Director and Library staff.
- B. Library Hours – current open hours still 4 hours less than prepandemic. Request to shift hours to busiest hours and restore to full hours. Outside meetings not impacted as there is entrance and exit separate from main library as long as activity room is not needed after 8PM. Discussion by board. Request by Board for Director/staff to monitor how new hours are going and to report back to the board after a couple of months – metrics such as gate counts can be included.
- C. Meeting Format – public meetings can be remote hybrid or in person per legislative action. Starting with June meeting Library Board will plan to meet in person.
- D. Grant for external stair repair – grant writing is in process – need the non binding estimates and Director working on obtaining estimate – needs to be complete by 6/3 to apply this quarter – could apply next quarter if needed – this is a town grant being applied for by the town for a town building - the Library is assisting in writing the grant. Grant would be for 50% and town would be guaranteeing the other 50% - Town funds fully and state reimburses 50% of the cost.

- E. Director received a call from prior Durham resident with a possible gift that needs Board review – only a picture was available. The sense of the Board was to decline the offering – **Motion made by Jane Eriksen to decline this thoughtful gift Anne Mueller second.**  
Passed unanimously.

VIII. General Discussion – for the good and welfare of the Board

Motion to adjourn at 8:43

This meeting was held using videoconference and recorded to comply with public meeting requirements. Recording is available at:

[https://us02web.zoom.us/rec/share/G2pb2\\_NHi9twPUhKNIHcgO1wyyqbe4BYqTTDx8PDMYhTxvdWqbeb\\_cM2J3Sp4GLg.1aNHLO2dCC2\\_JzpE](https://us02web.zoom.us/rec/share/G2pb2_NHi9twPUhKNIHcgO1wyyqbe4BYqTTDx8PDMYhTxvdWqbeb_cM2J3Sp4GLg.1aNHLO2dCC2_JzpE)

Passcode: UEC2%X4B

Respectfully submitted

Eric J. Infeld

Recording Secretary

Addenda:

Durham Public Library

2022 Durham Fair Weekend

Parking Plan

Total spaces available in lot: 50

Spaces to be used for fundraising: 15 (16 for spacing considerations)

Specifications for rental:

- For Durham Fair vendors only – (Commercial, Crafts, Food Booths, etc.)
- Eligible vendors may be recommended by Fair as appropriate
- Any sharing or loaning of parking passes will result in forfeiture of the pass
- Must rent for full Fair weekend (4 days); no daily rates
- One vehicle per space, no oversized vehicles (such as box trucks) or trailers allowed; Regular sized cargo vans will be allowed providing they fit in only one space.
- Restricted to in or out privileges before or after Fair hours; no camping or staying in vehicle overnight
- Must clearly display parking pass (to be issued Durham Public Library) at all times
- Parking area in the lot to be denoted by traffic cones, and spaces will be assigned by number
- All other spaces available at the sole discretion of the Connecticut State Police
- Initial screening for access will be at the security booth on Maple Avenue at White's Farm
- Screening at the lot entrance may be provided at the discretion of the State Police but not at the Library's expense
- Towing provision to be established

Contractual Provisions

- All parking renters will have contract specifying requirements as above and others as necessary.

- The contract will specify the renter's name, address, contact (cell phone) information, and license plate number. This information will be made available to the State Police as necessary
- There will be a contact person(s) from the Library for the duration of the Fair
- Park at own risk/hold harmless clause for Town (theft, damage, etc.)

All proceeds from parking go to the Durham Public Library Board Controlled Funds account