

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

June 14, 2022

7:32 P.M.

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

- I. Public Comments/Communications – Thank you note from Twin maples, a thank you note from a senior that shadowed , and a new resident came in to get library card after receiving a welcome postcard from library.
- II. Minutes – **motion to accept minutes as amended by David Turley and seconded by Jane Eriksen** – unanimous;
- III. Financial Reports
  - A. Board Managed Funds – nothing outstanding to report
  - B. Library Operational Funds – as of End of May most of way though the fiscal year – on track – based on fiscal year and timing. Director and Board reviewed and discussed some items that were running under budget.
- IV. Library Director’s Reports
  - A. Director – CVEF grant approved for children’s department for dramatic play stations. Funding allowed purchase of a rotating collection of materials for dramatic play
  - B. Participated in the parade – thank you to Herzog’s for the tractor and driving. About 200 handouts to children including link to summer reading program website. Traffic to website did go up after the parade and handouts. Insert on library services and summer reading programs going out with tax bills. Thank you to Christine and staff from the Board for all the work on the Float.
  - C. Circulation down a little not as bad as it was – checkouts are actually up and renewals are down – possible that items are being returned to the library more promptly with people out and about.....digital circulation is up in May after trending down....still high compared to pre-pandemic. Dropped the Kanopy streaming video service due to the cost and low usage. Funds will be used for Hoopla service instead, which continues to grow in popularity. Will need to look at Hoopla costs and how budgeted.
  - D. Started new hours – traffic is slow in morning but only one week of data.
- V. Committee Reports
  - A. PALS – election coming up tomorrow night. Looking to have annual cocktail party in August – date to be set soon.....
- VI. Old Business
  - A. Renewal Committee – Have run into some knowledge base challenges on the State granting process – primarily with Commission on Human Rights and Opportunities (CHRO) requirements and documentation needed. Though our consultant at has worked on larger projects she had support staff from the town involved that were knowledgeable. Our town staff does not have the experience with this kind of grant and process. Language has now been finalized and approved by the State Grant

Coordinator, the CHRO, and the town finance department. This language can now be used for all subsequent RFPs related to this project. Meeting is occurring to establish a normal plan of responsibilities with appropriate documentation. RFP for carpet out and walkthrough possible contractors has happened. Bids are due 6/27 and have to take lowest qualified bidder. Hope to go to BOS on 7/11 for RFP award approval. Initially thought we would not need a General Contractor (GC) for this project, however, due to the CHRO requirements it would be very difficult to hire specific trade people that will be needed based on the size of the project. Will need a GC and the GC can hire in the smaller trade people. Next steps will be determine the role for GC would and can be, and any rules around bringing in a GC.

- B. External stair repair – have names for external vendors and some have come in and looked and provided informal/rough estimates – in the end this is a town project and we are assisting with the grant. Grant application was originally due 6/3; delayed by state to 6/17 – Grant being finalized at this time. Historical commission has been involved and will need to review and sign off.
  - C. Strategic Planning Process – Director working with ReThinking Libraries – have a draft for Community survey– committee reviewed draft – final survey is “ready to go”. Plan is to launch survey in June and run through July. Focus groups are planned and scheduled (in pencil) last week in July – committee will be looking at getting appropriate representative sample and inviting. Board retreat of August 26<sup>th</sup>
  - D. Sign for the parking lot for the address – about \$350. Library logo and address and Main Street address included.
  - E. Fair parking – conversation with Joe Davenport; ongoing conversations needs to occur to clarify the creation of tags of parking in library. Also spoke to Fair’s Director of Revenue - there is supposed be a paragraph in letter to vendors –this was provided to Director of Revenue.
- VII. New Business
- A. Benches in Garden – front ones being refinished. Back ones removed as they were not usable. They had been originally purchased from Gifts and memorial money. Seating needs to be replaced as they are used. Garden committee and director will look at it and report back to board
- VIII. General Discussion – for the good and welfare of the Board

Motion to adjourn at 8:50

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