

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

September 13, 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

Absent: Anne Mueller

- I. Public Comments/Communications: Library Director reported on one complaint, regarding movie shown at and its rating.
- II. Minutes (No Meeting in August) none submitted for approval.
- III. Financial Reports
 - A. Board Managed Funds – not presented
 - B. Library Operational Funds – 2 months into year, on target for overall spending. Electricity was for 2 months and heavier period
- IV. Library Director's Reports
 - A. Director – Overall circulation up. Children's programs well attended. Cleaning company is not doing an adequate job and Director is gathering documentation, will be taking to Board of Selectman. Some vermin separate from cleaning issues, exterminator took care of that. Book distribution vendor was down for two weeks – ransomware attack – followed up with Lion to confirm our security and insurance policy in place. Upcoming training will cover health and security (cyber included)
 - B. Other - met with new First Selectman reviewed statistics and ongoing projects, governance structure for library as compared to town, as well as Fair parking on library lot, town and library relationships, and open discussion. Productive meeting.
- V. Committee Reports – covered under Old business
- VI. Old Business

Renewal – moving along slowly, need to order carpet -finalizing the contracts and hopeful will be in place soon. RFP for general contractor out – 4 contractors came for mandatory walkthrough. In question time now – and at least one vendor has submitted questions – bids due next wed 9/21. Moving services – have 2 bids and a third declining to bidgoing to award to low bidder which has experience with library. Low bidder for walls was not on state approved list, so need to go back to bid. Moving on to furniture and getting pricing. Hopeful will be able to start after 1/1, based on carpet and general contractor. First contract needs to be signed by 6/2023 and then 5 years to complete. Following up with HVAC folks on discoloration around vents and servicing/cleaning.

Strategic planning – waiting for draft plan.

Exterior stairs project – applied for grant from state historic preservation – application has been reviewed, want more design work done front end- offer a grant to get that design work done fully funded. Working with the office to get the grant for design work – hopefully will be approved at October meeting, then get design work done, then hopefully 50% grant for stairs construction will move forward.

Annual town meeting 10/3 – Bob, Eric and Lynne up for “renewal” – all standing for reelection – David Turley will nominate.

Will need to have nominating committee once the Board members are in place for Executive. Anne M and David T will constitute committee

October meeting will begin the review process for Director – want to complete by budget submission.

VII. New Business - Question raised on memory retained in Fax, printer queues – Director will check with Lion on next visit.

VIII. General Discussion

Motion to adjourn at 8:25

Respectfully submitted

Eric J. Infeld - Recording Secretary