

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

October 11, 2022

7:30 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; Kristyn Ribera

Absent: David Foster

Public Comments/Communications - none

Minutes - September 13, 2022 & July 12, 2022 - 9/13 minutes **Motion by Bob Booz to approve Luanne Hanley second** approved one abstention (Anne); July 12 minutes **Anne Mueller move second by Lynn Johnson** unanimously approved Abstain Eric Infeld and Maya Liss.

### Financial Reports

Board Managed Funds - expenses in line with expectations.

Library Operational Funds - 25% through year in line with with expectations.

### Library Director's Reports

Director -

One of the circulation assistants is leaving - looking for a replacement;  
Still having issues with cleaners - working with Board of Selectman;  
Capital Budget requests due in Nov and director will bring to Board;  
Two incidents where police needed to be called - no one harmed;  
Q1 Stats - everything is up other than some of the digital; noted new reporting requirement for tech help sessions;  
Question on replacement for notary after staff member retirement - not a priority at this time;  
Youth services as expected with the beginning of school and fair.

Other - none.

### Committee Reports

PALs - annual appeal beginning.

Nominating Committee - existing slate presented (Bob Booz - Chair, Lynne Johnson Vice Chair, . No other nominations presented. **Motion by secretary to approve the slate as presented by the Nominating Committee.** Anne second. Passed unanimously.

### Old Business

Library Renewal Project - carpet contract signed and submitted and accepted by State so project now officially initiated; BOS approved low bidder for moving services, contract on way. General Contractor - had 2 firms bid, one did not include all of the business documentation in proposal and went awol so only one qualified bidder and bidder very high. Have talked with bidder as well as consultant on where savings may be possible; additionally a member of the public has offered to donate a portion of the overage, as well as a check received from a foundation. State Library will need to approve any changes in our plan - including over budget; cannot materially change the scope of the project. Also need to work with Town Attorney on single bidder (not a problem with State), and based on the changes with the project and whether it is significant and need to go to new bids. Director will be moving forward.

Strategic Plan Update - progressing and will come to board next month.

Library Front Steps - grant application for detail design drawing that is needed for Historic preservation grant is moving forward.

### New Business

Executive Session - Personnel Processes Bob move board go into executive session for personnel process David seconded. Went into executive session at 8:45 PM. David moved Jane seconded to move out of executive session. Approved and Board came out of executive session at 9:05

### General Discussion

Motion to adjourn at 9:10

Respectfully submitted

Eric J. Infeld - Recording Secretary

Minutes executive session for personnel process

Bob presented about directors evaluation, report, and timeline.

Committee formed to review and summarize input received.

Input to be gathered and sent as personal and confidential to committee by 11/1

Committee to present to Board at the November meeting.