

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

November 8, 2022

7:30 P.M.

Attendees: Robert Booz, Jane Ericksen, David Foster, Eric Infeld, Maya Liss, Anne Mueller.
Also attending Christine Michaud, Library Director

Absent:, David Turley

Public Comments/Communications - none

Minutes – October 11 minutes **Motion by to approve with revisions by Bob Booz second** by Anne Mueller approved

Financial Reports

Board Managed Funds – expenses in line with expectations. Discussed Citizens Bank move out of Durham. Revisit in June 2023 – with fiscal year.

Library Operational Funds – 33.3% through year in line with with expectations. Infotech paid quarterly so at 50%. Custodial supplies are at 75% since inventory purge and repurchased – expect that we will be in line.

Library Director's Reports

Director – cleaning has improved after multiple complaints. Staff evaluations underway and on track to be completed on schedule; new circulation assistance hired.

Other – none.

Committee Reports

PALs – annual appeal beginning. Compliments from the board on the window display in Library.

Old Business

Library Renewal Project – new quote from General Contractor based on our changes; rest of items mostly in line; reviewed furniture bids and

some decisions made to reduce some of the items and change some of the materials driving further savings. Same number of seats overall. Awaiting final pricing. Reviewing the bids for the new books furniture piece. Reviewed current pricing vs current funds including recent donation. There is a gap and discussions with town has informally agreement for added funds. Formal requests going to state for approval and it looks like we will be within financial tolerance for approval to move to next stage. Lead times are extending out again – need to sit down with General Contractor to discuss timelines sequencing and dependencies. May go beyond January 2024. Reviewed process to pay - Town pays bills, submits to state for reimbursement- there should be enough liquidity to cover costs until reimbursement. Director will talk with Finance manager to ensure all is in place.

Library Front Steps – BOS approved the submission of the grant application for design work – awaiting signature of First Selectman and will be submitted. Earliest approval is January (next meeting of Historic Preservation Council). Do not expect any construction prior to summer. Steps are considered safe for current use.

New Business

2023 Meeting Dates and Times – to be filed with town clerk. Continue to meet second Tuesdays at 7:30 in Activity room.

Strategic Plan Approval –

Plan presented, and Board discussed. Grammatical recommendations made. **Motion made by Jane to accept the strategic plan as presented with noted grammatical changes. Second by David Foster.** Passed unanimously.

Next steps – development of tactical plan....agreed that rethinking libraries with strategic planning committee assistance should work together to build out for presentation to Board.

Capital Budget Request Approval – board reviewed – Motion made by **Bob to accept the capital budget as presented with agreed to modifications.** Anne seconded approved unanimously

Executive Session – Personnel Processes – 8:58 moved by Bob and went into exec session for personal processes. Moved by Eric to leave executive session at 9:35

General Discussion

Adjourned at 9:37

Respectfully submitted

Eric J. Infeld - Recording Secretary