

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

December 13.2022

7:30 P.M.

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

Absent: Jane Eriksen, David Foster, David Turley

Public Comments/Communications - none

Minutes – minor changes; **Motion made by Bob, second by Anne to accept the minutes with the minor changes. Motion approved unanimously.**

### Financial Reports

Board Managed Funds – short discussion regarding bank leaving Durham and options. All else on trend.

Library Operational Funds – basically on target compared to budget. Little ahead on buildings and grounds.

### Library Director's Reports

Director –

- Circulation is up compared to last year.
- Director reported that town does not have a facilities manager at this time. Town crew will continue to do maintenance. Plan is still in place for replacement of outside lights in the spring.
- Owners of the neighboring old parsonage house spoke to Director as the house needs some significant work. They wanted to make sure the library is aware of work to be done.
- Company coming to estimate cleaning of Library's ducts and ventilation system and assess what is causing discoloration around ceiling vents.
- Some staff turnover – circulation assistant left for a full time job, and library assistant left for a position in another town. Have replaced both positions.

Other – none.

## Committee Reports

PALs - appeal is going on - steady flow.

Renewal - committee has met - see old business - waiting to hear from board of finance to meet on proposal for additional funding.

## Old Business

Library Renewal Project - meeting upcoming with Board of Finance for additional money to cover updated costs/finalized numbers - General contractor bid is final, furniture bid and architectural walls almost final. Plan to go to Board of Selectman 1/9.

Library Front Steps - State Historical commission approved design work through a non-matching grant discovered and submitted by Director - awaiting paperwork for that approval and will move forward from there to have detail design completed.

## New Business

Operating Budget Review - budget presented by director, reviewed and discussed. **Motion made by Anne to approve the director's proposed budget as presented by the director for submission to the Board of Finance. Seconded by Lynn.** Passed unanimously.

## Other

Conference of CT Municipalities presentation on Libraries and Free Speech - two Board members attended - biggest takeaway was to rely on director and written policies and procedures for acquisition and for objections.

Directors Goals for 2023 - Director and Board reviewed.

## General Discussion

Adjourned at 8:57 PM

Respectfully submitted

Eric J. Infeld - Recording Secretary