

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

June 13, 2023

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

Public Comments/Communications – Director reported there has been supportive and pleased feedback overall on renewal project.

Minutes – April minutes – **motion by Anne Mueller to approve Luanne Hanley second.** Approved unanimously. May minutes - **Motion by Bob Booz to approve David Turley seconded.** Approved unanimously.

### Financial Reports

Board Managed Funds – on trend.

Library Operational Funds – 11/12 of fiscal year. Expenditures on trend.

### Library Director's Reports

Director – circulation is down with reduced hours and portion of the collection in storage – some programs are ongoing. Staff changes occurring at town hall and with State Library need to keep an eye on grant paperwork which needs to be submitted when projects are completed.

Grants in May – CVEF provided a grant for the library to work with the high school; Ct State Library grant - arts for older adults; Julia Bryant fund grant for a toddler program.

Electric Charge station – Was not working and town hall contacted as town is responsible though on Library property. Company came and it was reported that the charger was repaired with updated hardware and firmware, and that a software update would be coming. It now appears the charger is working and the charge point app the purchaser uses is not working – and it appears no charge to person charging their vehicle -town hall has been informed. There is no separate meter to the charger

so the charges for electricity will come to the library. Town Hall will be informed of what we know.

Director provided a document covering emergency succession planning information.

Cleaning services will be changing. Town is hiring an employee who will clean all town space. Director is working with head of town crew on the services to be provided and timing.

State budget passed - no cost controls on E Books was passed; there was funding for state public library grant in addition to C Card that can be applied for. Need to have a comprehensive collection development and reconsideration policy. Guidance is forthcoming, may need to tweak our Library's policy to be eligible.

The Board recognized Alex for attending the CLA conference and presenting at CASL.

Other - none.

#### Committee Reports

PALs - none

Other - none

#### Old Business

Renewal Project - painting and carpet done. Bathroom - tile work is complete, and most fixtures are in. Study rooms being installed. Automatic doors were installed - the external is working the interior is not working correctly so the company will come back to repair. Shelving is going back in and moving everything back in underway. New furniture delivery on the June 21<sup>st</sup>. Overall on schedule.

Donor Recognition Plaque. Board reviewed mockup. Need to reach out to donors to confirm names.

Celebration/open house - looking at 8/26

## New Business

Strategic Plan – starts 7/1 with fiscal year - Director provided an overview of the annual plan and will forward draft to the board for discussion. With the needed time for “shakedown” of renewed space and staff retreat (fair weekend) will review at a later meeting.

Board acknowledged Patty and Ed Holden, and the team that built the float for the Memorial Day parade. Thank you to the Herzigs for driving the float.

General Discussion for good and welfare of the Board

Adjourned at 8:33 PM

Respectfully submitted.

Eric J. Infeld - Recording Secretary