

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

September 12, 2023

7:26 P.M.

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

- I. Public Comments/Communications – two calls to Director complimenting staff and how they helped patrons - Amy and Morgan. Board asked director to send our thanks.
- II. Minutes -July 11, 2023 – will review and approve at next meeting.
- III. Financial Reports
 - A. Board Managed Funds – reviewed two months of Board funds. Everything is steady as it goes. Brief discussion on ongoing cost of Hoopla – is within budget unless it trends upward – could reduce number of borrows per patron per month, will discuss further if an upward trend is noted. Not impacting ability to acquire other media.
 - B. Library Operational Funds – mostly on track as of this report. There have been some challenges in reconciling with the town as information needed is not flowing as it used to. It has been since May that a report has been provided to Director. Electricity is the one-line item that continues to be off.
- IV. Library Director’s Reports
 - A. Director – Director pleased with July and August – circulation bounced back after renovations complete and back to normal circulation – new books circulating better with new configuration. Summer reading and other programs went well. Kids tag sale went very well. Renewal project - working on the end of the punch list. Director asked board re art appraisal – last done in 2000. One question would be re: insurance – recommendation from Board is for Director to contact insurance company once the time is appropriate. Staff development day is coming up.
 - a. Director looked for guidance on Capital budget and potentially using reserved dollars first for lower level – paint, carpet, and furniture. Dishwasher and fridge to be replaced out of this years Capital budget. Feeling of the Board was it is worthwhile to better understand what the estimates would be for the lower level first.
 - b. Have not filed for State reimbursement yet as punch list is not yet complete. Not sure if it will be completed by October. Do not need to submit to state until at the latest January 2027. Will wait to submit until punch list is a less significant percentage.

- B. Other - none

- V. Old Business
 - A. Directors up for reelection Maya, Jane, and LuAnn. Need to check to see if they are all wanting to continue.

- VI. New Business
 - A. Board Policy - Mission Statement update - discussion deferred.
 - B. Board Controlled Funds Discussion - discussion deferred.

- VII. General Discussion

Adjourned at: 8:25 PM

Respectively Submitted,

Eric J Infeld

Recording Secretary