

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

October 10, 2023

7:26 P.M.

Attendees: Robert Booz, Anne Doyle, David Foster, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller, Sarah Robertson, David Turley. Also attending Christine Michaud, Library Director

Public Comments/Communications

A. Welcome New Members to Board – new members welcomed and introduced to the Board. Sarah Robertson and Anne Doyle

B. Other Public Comment – none

II. Minutes – September 12, 2023 - Motion to accept by Bob Booz, Maya Liss seconded, unanimously passed. Minutes from July 11, 2023 Maya Liss moved to accept the Anne Mueller seconded – unanimously passed.

III. Financial Reports

A. Board Managed Funds – Money from fair association for parking lot use was received and deposited. All funds on track.

B. Library Operational Funds – Quarter way through fiscal year. Still not able to reconcile accounts between town and library as Finance Director position is still vacant, and no report has been provided. This leads to the items contracted through town for the library being blank and the wages lines are not exact – though is able to be approximately calculated. Director has emailed the department, with a cc to First Selectman, registering that the information is needed for due diligence on the budget, as well as to plan for next year's budget. Bob to send a note to Board of Finance expressing Boards concerns.

IV. Library Director's Reports

A. Director – meeting room use down significantly; study room use is starting to uptick – will need to work with patrons on use with zoom calls as they are impacting noise level in library. Patrons

using Zoom are being asked to use lower-level meeting rooms, if available. Patrons are being told when they come in to use the study rooms not to use Zoom. Young Adult circulation is down year over year, otherwise circulation is basically flat. Renewal project is getting closer to being complete. Still have a very small number of items on punch list. The automatic entry door is not closing correctly – company has been informed. There was a problem with some of the Commission on Human Rights and Opportunities (CHRO) paperwork to be submitted to the state from Diversity construction – contractor is working on changes as per the request of CHRO.

Still waiting on state historic commission on grant for front stairs.

V. Old Business - none

VI. New Business

- A. Mission Statement Update – this is an update of the policy and procedures document, so it aligns with the strategic plan – Motion made to accept the mission statement as amended by David Turley seconded by Anne Doyle – passed unanimously.
- B. Nominating Committee – David Turley, David Foster, Maya Liss, will be the committee.
- C. Budget Preparation Timeline – usually in October that Director gets information and instructions – Director will operate as if we are on same timeline as last year and will have a capital proposal for Board at next meeting.
Bob will file with town clerk the meeting schedule for 2024.

VII. General Discussion

Adjourned at: 8:35 PM

Respectively Submitted,

Eric J Infeld

Recording Secretary