

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

January 9, 2024

7:30 P.M.

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

I. Public Comments/Communications

II. Minutes - December 12, 2023 - Minutes reviewed and amended to clarify that the approved budget was from the Library Board. Bob Booz made a motion to accept the minutes as amended, Anne Mueller seconded approved unanimously.

III. Financial Reports

A. Board Managed Funds - on track

B. Library Operational Funds - numbers not confirmed on budget since have not had a report since October - will be over budget on electricity and phone.

C. Library Director's Reports -

- a. No heat on 1/8 - attempted restart and no oil in tank - automated delivery did not come. Director called John Jenkins who called Oil Company. Director contacted town hall. There was confusion on who's responsibility (Oil company or mechanical contractor) it was to prime and restart boiler - AC Mechanical contacted and could not restart the boiler. Called Town Hall and Director referred to another contractor who was able to restart the boiler, but 15 minutes after they left it stopped again. AC Mechanical called, came and was able to restart. Open item for discussion is how this is managed in the future as it should not be the responsibility

of the Library Director. Director is summarizing of what has happened and sending to First Selectman.

- b. Renewal Project - waiting on reimbursement from State. No update on whether paperwork is all complete and approved from Commission on Human Right and Opportunities (CHRO). Per CHRO this is not an item where we need to withhold payment until the paperwork is cleared. It is between CHRO and the contractor. Final Bill has been provided and certificate of completion has been provided.
- c. Stair repairs - waiting on historic preservation office reimbursement for design grant. Meeting with Historic preservation office for the construction grant on 1/10
- d. December was busy for programming, and general operations are running well.
- e. Study space use is still less than anticipated. Will continue to market.
- f. Other – town holiday schedule for 2024. Juneteenth is now scheduled Town day off. The library did not have it in its plan.
- g. Department heads had been invited to separate meetings with First Selectman, Board of Finance and Tax collector. Director met with them – there was a list of questions that the Director was asked to respond - primarily a need assessment. Meeting with Board of Finance next week.

V. Old Business - none

VI. New Business none

VII. General Discussion

Adjourned 8:49 PM

Respectfully submitted,

Eric J Infeld

Recording Secretary