

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

November 14, 2023

7:30 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; Betsy White Booz

**Annual meeting of the board - Motion made by David Foster Anne Doyle second to elect the existing officers from prior year to next year.** Passed unanimously. Annual meeting adjourned.

**November meeting of the board:**

I. Public Comments/Communications

Mini Golf Approval Request – request from Betsy Booz (PALS) to have mini golf as a fundraiser in 2024. Would like it to be March 2 and 3 – March 2 would be adult night, and the third a family/community day. Would not need close the library for any regular hours. **Motion by David Turley to authorize to use the library for the first weekend of March for a PALs fundraiser. Seconded by Anne Doyle.** Passed unanimously.

II. Minutes – October 10, 2023 – **motion to accept minutes by Sarah Robertson second by Anne Doyle.** Passed unanimously.

III. Financial Reports

A. Board Managed Funds – generous donation to Board funds from Stare Foundation noted. Otherwise, everything on track.

B. Library Operational Funds – town has retained an individual to do finance work, so an up-to-date financial report is presented. More or less on track on expectations based on billing. Electricity and phone are still more than budget, but this has been raised to Town on an ongoing basis – town has accountability.

#### IV. Library Director's Reports

- A. Director – Circulation is up a little year over year on a monthly basis, flat on an annual basis. New book drop will be delivered and installed tomorrow after the town crew removes the old ones. New Selectman will be sworn in on 12/4 – New First Selectman requested a short summary from the library. Bob and Christine will look to meet and greet with all three selectmen. Renewal project is almost 100% complete – One small thing remaining. Diversity Group is still waiting for approvals from State Commission on Human Rights and Opportunities (CHRO). Diversity bill has been received - other than final \$1000 – had not yet been paid as waiting for door to be completed and CHRO approvals as bill received last week. Recommendation from town finance is to request for the 90% from the state to pay. Town accounts are set up to accept this type of payment from the state so Director will submit paperwork to state and request to have PALS reimbursement for the portion that was fund raised. Continuing to work though sound mitigation.

Design work for stairs reimbursement – state library has specific requirements and director is working it through.

Board noted thanks to Christine for all the time spent driving all of this forward.

#### B. Other

#### V. Old Business - none

#### VI. New Business

- A. Capital Budget Discussion and Approval – Director presented a Capital budget for 2024/2025 fiscal year for Board review and approval. New estimates for lower-level work have been obtained by Director. Director recommends splitting the line that is for both the children's room and the lower-level carpeting reserved into two separate line items – one for lower level and one for children's room and to allow for lower-level work to proceed in next fiscal year. Board discussed plan as presented. **Motion made by Bob Booz to**

**separate the carpet item to two items. Seconded by David Turley. Passed unanimously. Motion made by Anne Mueller to approve capital budget - seconded by David Foster. Passed unanimously.**

C. Thanksgiving Hours - request from director to adjust Thanksgiving hours - Board agreed this is under discretion of the director.

VII. General Discussion

Adjourned 8:54 PM

Respectfully submitted,

Eric J Infeld

Recording Secretary