

**DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**March 12, 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 - none
- II. Minutes - January 9, 2024 - **Anne Mueller moved to accept minutes David Foster second.** Approved unanimously.

III. Financial Reports

- A. Board Managed Funds - following expected trends.
- B. Library Operational Funds - still waiting for municipal report, though expect with Finance director hired to get soon. Everything in line with expectations.
- C. Library Director's Reports - Circulation up in February, but overall, it is statistically flat. Program attendance and gate count are up, lower-level room use is down, but study room use is making up for that. Little progress made on reimbursement payments from the State Library for Renewal Project payment. Also waiting for the Finance Department to request the final reimbursement from PALS. Director and others will be interviewed for "Seasoned" podcast on CT Public Radio during National Library Week.

V. Old Business

- A. Acoustic Remediation - Study Rooms - quote presented to Board. Visibility into the rooms will be maintained, though there will be some acoustic material needed on the glass walls. Director will follow-up with David Turley and company on expectations for how much dampening the materials will attain, but Board was comfortable that there was sufficient expertise to go forward. **Bob**

**Booz moved we accept the the quote from Robert Lord to the remediation. Seconded by Ann Doyle.** Passed unanimously. Board funds will be used for this project.

- B. Holiday Schedule – town added Juneteenth to holiday schedule. Director spoke with Union Representative, and it is agreed between Town and Union it is a holiday, so Library needs to be in compliance. Additionally, historically, the library has been closed on Christmas Eve and New Years Eve where town has half days and balanced that with being open on day after Thanksgiving. This has not been in writing with the Union. Director did not believe, based on discussion with Union representative, this will be an issue to resolve. Director had an open question on whether the day to balance the added closed time the library has should be the day after Thanksgiving or a different day/holiday. After director spoke with staff, there is a feeling that Veterans Day would be a good alternative. **Motion made by Eric Infeld that the Director enters into a memo of understanding with the Town employee's union that the library employees schedule will differ from the town contract where on Christmas Eve and New Year's Eve the town has half days the library will be closed, and the library will be open on Veterans Day. Seconded by Anne Mueller.** Discussion held on Veterans Day vs other holiday days. Motion brought to vote and passed unanimously.
- C. New lighting and parking lot – question raised on where the project to change the lighting in the parking lot and remove the bump out near the book return stands. Director reported this was discussed with Finance director in their last meeting, and it will be moving forward. Further update at next Board meeting.

## VI. New Business

- A. Garden Discussion – Maya Liss, Ann Doyle, and Sarah Robertson volunteered to be on a committee to work with Director on possible updates and changes to the Garden.
- B. Other Items – annual Board and Commissions meeting is next Monday night at 7PM. Bob and Director will be planning on attending and reporting for the library.

VII. General Discussion for good and welfare of the Board.

Adjourned at 8:15 PM  
Respectfully submitted,

Eric J Infeld

Recording Secretary