

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

June 11, 2024

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

- I. Public Comments/Communications - none
- II. Minutes - May 2024 - **Anne Mueller moved that the minutes be approved. Anne Doyle seconded.** Approved unanimously by the Board.
- III. Financial Reports
  - A. Board Managed Funds - on track.
  - B. Library Operational Funds - on track and plan as we approach the end of fiscal year. Should come in close to on budget overall. Reports from the town are catching up. State funded library incentive grant was funded, and director would like to use for materials. With the decrease in CCARD funding we will be at best flat overall for materials.
- IV. Library Director's Reports
  - A. Director -
    - a. Facilities - back up grinder installed and back up to back up has been ordered. Refrigerator and dishwasher ordered and will be installed by United Properties once appropriate. Drywall in progress. Director will work with town to memorialize where the redundant backup grinder will be stored. Will need a vote at an upcoming town meeting for the money in budgeted reserve to be moved to fund. Programming is slightly reduced without the lower level being available for use.
    - b. Summer reading begins next week.
    - c. Exterior stairs - Waiting for Town to sign the grant contract, but it is on the agenda for next selectman's meeting. Silver Petrucelli will be managing for the Town and has been contacted.
  - B. Other - staff vacation time. There is an open item that has been raised, regarding paid time off and the under 20 hours employees. Director has consulted with town and the item is with the town attorney.
- V. Old Business - Durham Fair Association has purchased parking lot again this year. Invoice to be sent by Director.
- VI. New Business
  - A. Sound Mitigation - quote has been received for mitigation on walls and ceiling. Renewal money is available, and board had previously approved using

remaining renewal monies (this is continuation of that approved and funded project).

- B. Garden Committee - initial plan for an update to the garden has been drawn up - thank you to Tina Gossner for volunteering and pulling a draft schematic/drawing together. Includes seating, some hard scraping for programs and low maintenance plantings. Committee will be meeting with director and p a more formal plan and presentation to the board tentatively in the Fall.
  - C. Bylaws - committee has been meeting and reviewing the bylaws and updating. Committee to discuss whether there need to be any standing committees to provide further support to the director for gardens/landscapes and infrastructure. Draft will be shared with the board with adequate time for review prior to the next scheduled board meeting.
  - D. Proposal to go Fine Free - Director presented a proposal to go "fine free" - studies show that fines do not prevent overdue books, and according to research done by the Director many to most libraries have already gone fine free. With the implementation of automatic renewal, the amount collected for overdue materials is significantly down - this fiscal year it is less than \$1400 to date with one month left in the fiscal year. Patrons will still need to resolve with the Library books not returned or books prior to bring allowed to take out new books. Director would need to revise the current policy and present to Board. Sense of the Board was that the policy in place should be revised, and Director plans to present a revised policy at the July meeting. Director will have a communication plan to include Town Hall personnel, impacted Town Boards, and Patrons/community.
- VII. General Discussion for good and welfare of the Board. Thank you to David Foster for his service to the Board. He and family will be moving out of town and as such will no longer be on Board.

Meeting adjourned at 8:15 PM.

Respectfully submitted.

Eric J Infeld

Secretary