

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

July 9, 2024

7:30 P.M.

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

- I. Public Comments/Communications - none
- II. Minutes – June 2024 –Sarah Robertson **moved that the minutes be approved with typo corrected. David Turley seconded.** Approved unanimously by the Board.
- III. Financial Reports
  - A. Board Managed Funds – on track
  - B. Library Operational Funds – close of fiscal year, but not the totals are not yet final – outstanding travel reimbursement and a couple of invoices. Overall year end budget is as expected – the electricity and phone are off (higher than budget), but town hall is responsible for negotiating and management and they are aware of where the numbers are.
- IV. Library Director’s Reports
  - A. Director –
    - a. Summer reading – reading buddy program is a big hit bringing in more kids. More teen volunteers than prior, and adult program going well. Much energy being generated.
    - b. Basement repairs - are mostly complete – dishwasher still not installed, needed a new plug prior to installing. Bids in for painting and flooring – contracts awarded by Board of Selectmen. Board of Finance moving along with process for transfers of money from reserves so it can go to town meeting for approval.
    - c. Year over year Statistical comparison – Most of the statistics show improvement/increases overall. Young adult circulation is the one significant area that is down – Board discussed possible drivers including demographics. Board also discussed decrease in meeting room use, mainly driven by meetings moving to community center. Board did note that even though meeting room use is down, gate counts, and digital use are up.
    - d. Exterior stairs – project has been handed over to town hall. Director has been communicating with Finance Director, who is having challenges getting what’s needed from the State Historic Preservation Commission, so project moves forward.
  - B. Other – none

- V. Old Business –
- A. Overdue Books Policy – updated Borrowing and Circulation policy presented by Director – specific information pertaining to borrowing and circulation that was in the appendix and applicable only to Borrowing and Circulation were moved to the Borrowing and Circulation policy. Policy updated to remove overdue fines and tighten the lost and replacement parts of the policy. **Anne Doyle moved to accept the policy as presented by Director. Anne Mueller seconded. Approved unanimously.**
  - B. Other - none
- VI. New Business
- A. By-Law revisions- Bob Booz reviewed work done by ad hoc by-laws committee – two sets – 1). 1989 by-laws only a scanned electronic copy available; 2) 2007 by-laws in Word formats. Neither set of by-laws are in line with current and historical practice. Updates made to the by-laws to reflect the practices and state statute regarding election of Library boards. There continues to be need for updates to formatting. **Motion made by Anne Doyle to approve the updated by-laws Seconded by Lynne Johnson.** After discussion on motion, it was agreed that the since the Board would need to re-review and approve any further changes, including ones for formatting, **Anne Doyle withdrew the motion.**
  - B. August meeting – **motion made by Anne Doyle to not have the August meeting seconded by Anne Mueller.** Approved unanimously.
  - C. Annual meeting of the Board and nominating committee. Nominations for officers of the Board will be at the November meeting date which is both a Board Meeting and Annual meetings per by laws (first meeting one month after Town of Durham annual meeting). Nominating Committee will be formally formed at the September meeting - David Turley, and Eric Infeld agreed to be on committee when formed.
- VII. Good and Welfare – Elizabeth Merliss, newest member of Board taking on remainder of David Foster’s term - welcomed to the Board and introductions made.

Meeting adjourned at 8:45 PM.

Respectfully submitted.

Eric J Infeld

Secretary