

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

February 11, 2025

6:18 P.M.

Attendees: Robert Booz, Sarah Robertson, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller, David Turley, Also attending Lauren Redfield, Interim Library Director

Absent: Anne Doyle, Elizabeth Merliss

- I. Executive Session for personnel:
 - a. At 6:18 PM **motion made by by Bob Booz to move into executive session for personnel matters. Seconded by Lynne Johnson. Approved unanimously.**
 - b. At 7:25 PM a **motion made by by Sarah Robertson to move into executive session for personnel matters. Seconded by Bob Booz. Approved unanimously.**
- II. Public Comments/Communications - none
- III. Minutes
 - a. Monthly Meeting, January 14, 2025 - **Motion to accept minutes from December meeting made by Ann Mueller seconded by Lynn Johnson** approved unanimously. Bob Booz abstained as he was absent from last meeting.
- IV. Financial Reports
 - a. Board Managed Funds - spending is as expected. Checks were written from renewal project funds to pay expected invoices.
 - b. Library Operational Funds. - overall on track and as expected at this point of the fiscal year.
- V. Library Director's Report

- a. Director - circulation down – no overall indicator as to why – on discussion with the Board one place to consider is the impact of the change in Hoopla policy on year over year comparisons. Interim Director reviewed programs held in prior month and highlighted an upcoming Open Mic/poetry event program. Attendance at programs continues to be strong.
- b. Building and grounds –
 - i. Concrete Stair repair Old library – Silver Petrocelli has finalized needed documents and request for bids to go up on 2/12 for stairs – bids will be due by 3/12. Once that is complete more detailed plans can be developed.
 - ii. Computer monitor missing - Reviewed an incident where staff found that a computer monitor was missing. Interim Director worked with LION IT department to and Resident State Trooper to investigate what had happened. Investigation identified the young person who took the monitor and Trooper referred the person to the Juvenile Review Board at Durham Middlefield Youth and Family Services (DMYFS). Interim Director has spoken with director of DMYFS and the review board on next steps. Interim Director reported good feedback on the Resident Troopers response and actions.
- c. CT Humanities project for the General Assembly of Connecticut. - CT Humanities is creating display panels for each town that will go on permanent, rotational display in the walkway connector between the historic State Capitol and the Legislative Office Building. They reached out to us to provide photographs that represent Durham. We are in the process of selecting appropriate photographs and look forward to the final product and this community partnership.
- d. Museum Key – Interim Director is working with vendor to get all the information needed from both LION and us to set up our new account. Library has received initial set-up and access information. Over the next week, reviews will be held with staff to ensure they know how MuseumKey works. Interim Director hopes to have it up and running for patrons by mid-to-late February.
- e. Interim Director reviewed some of the state legislation impacting libraries. Will forward information to Board members.
- f. Chuck Cumello reached out to see if the Children's Room was in need of anything. He very graciously has agreed to make a \$1,000

donation to PALS to cover the purchase of a set of stools for the preschoolers to use and a set of giant magnetiles.

VI. Committee Reports

- a. PALS – Planning a fundraising tea party on 4/27. They are looking for tea cups. This is replacing the mini golf this year.

VII. Old Business - none noted

VIII. New Business - none noted

- IX. At 7:50 PM **Lynne Johnson made a motion for the Board to go into Executive Session for Personnel matters. Bob Booz seconded.** Approved Unanimously.

- X. At 9:20 **Bob Booz made a motion that the Board move out of Executive session . Sarah Robertson seconded.** Passed unanimously.

- XI. Director Search – **Motion made by Sarah Robertson that the Director's position be offered to Lauren Redfield, the Interim Director**

XII. General Discussion

Respectfully submitted

Eric Infeld
Secretary