

DURHAM PUBLIC LIBRARY BOARD

Minutes

March 11, 2025

7:30 P.M.

Attendees: Robert Booz, Sarah Robertson, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller, David Turley

Also attending Lauren Redfield, Library Director, Amy Du - Librarian

Absent: Anne Doyle

- I. Public Comments/Communications - Amy Du joined this part of the meeting - introductions were done between Amy and Board members. Director and Board agreed that ongoing introductions of the staff to the Board should continue.
- II. Minutes - Monthly Meeting, February 11, 2025 - **motion made by Bob Booz to move accept the minutes as amended for typographic error. Seconded by Anne Mueller. Approved unanimously.**
- III. Financial Reports
 - a. Board Managed Funds on track
 - b. Library Operational Funds - on track overall for where we are in the year.
- IV. Library Director's Reports
 - a. Director -
 - i. Circulation and gate count down again - though statistics show that job now and transparent language counts are up. The Educate station being actively used too. Board discussed the statistics as it has been a couple of months this has occurred but not long enough time to determine if there is a trend
 - ii. Pre-bid meeting for the old library external stair project occurred on February 26. Deon Broomfield represented Silver-Petrucelli and 14 contractors attended. Bids are due by March 12.

- iii. E-rate contract process to provide CIPA-compliant internet to the library is underway. In previous years, this form was handled at the state level needs to occur at local level.
- iv. Loud buzzing in one of the lights in the children's room. Joe, the electrician, came and identified it as the ballast. When he came back on February 26, he mentioned that the lighting system in the library will have to be re-done at some point as the parts (such as the ballast) are getting increasingly harder to obtain. He mentioned that he had done a similar project at the community center and that there are programs through Eversource that will cover a portion of the work, including a portion of the labor. Charlie (Town Property Manager) agreed that the lighting will need to be re-done at some point as well. Board discussed and there will need to put funds in capital budget as placeholder - Director will talk with Charlie on a high-level quote and the timing with the multiple upcoming projects (stairs, painting and carpeting in children's room, etc.).
- v. Lampposts - On March 3, one of the glass panels from the outdoor lamppost fell completely off. It appears that the hinges rusted straight through, and the panel just slid off. Director spoke with Charlie about reaching out again to the contractor to see if there were options for replacing the light fixtures at lumen level required by the Historic Commission - Charlie provided documentation of some samples which were reviewed by Board. Board members asked about the poles fixtures would need to be installed on. Director did not know but will follow-up with Charlie. **Motion made by Anne Mueller that Director does not need to come to the Board for approval of appropriate posts. Bob Booz seconded.** Unanimously approved.
- vi. Museum Key is up and running. Library staff is working on a Library App with same company.

b. Library Programming - Norte by Director and Board members there appears to be ongoing overlap between programs being held at the community center and library programming. Director had reached out the Director of Recreation and meeting to be held next week. Previously there had been a meeting with Director of Recreation where library would be doing things within our mission and

community center recreational activities. May need to work specifically with Director and Senior Board, which has 2 author talks and readers theater scheduled at their lunches.

- c. Assistant Director Search Update - position posted and posting closes on March 21st – some applications have been received. Director requested two members of the board be on the selection committee. Anne/Lynn/Maya will tag team as representatives for the Board.

V. Old Business

- a. Garden Committee Update - have not heard from Torrison so Sara reached out. Contact information for Director provided so scheduling and any communications can be done once warm enough.

- b. Other - none

VI. New Business

- a. PALS request to use library April 27, 2025, for a Tea Party fundraiser. **Motion made by David Turley to allow Pals to use the library for the Tea Party. Sara Robertson seconded.** Approved unanimously
- b. Strategic Plan Review and Performance Metrics Discussion - Director and Board reviewed Strategic Plan as we are about halfway through plan dates. Much of the Plan and accomplishments to this time have been part of Renewal Project. Board discussed about action plan for this year (historically drafted by the Director with input from the Board) – Director will review prior action plans and develop and initial draft. Eric Infeld offered will work with her as requested.

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

Adjourned at 8:25 PM