

DURHAM PUBLIC LIBRARY BOARD

Minutes

July 8, 2025

7:40 P.M.

Attendees: Robert Booz, Anne Doyle, Eric Infeld, Lynn Johnson, Maya Liss, Elizabeth Merliss, Anne Mueller, Sarah Robertson, Gwen Wirder

Also attending Lauren Redfield, Library Director

Absent:

- I. Public Comments/Communications: None
- II. Minutes - Monthly Meeting June 2025. Anne Mueller **moved to approve minutes and Sara Robertson seconded.** Approved unanimously.
- III. Financial Reports
 - a. Board Managed Funds - reviewed report; no material changes since prior report
 - b. Library Operational Funds - closed out the fiscal year. Overall, report showed on track for most items – wages off due to known staff changes; building and grounds includes items like electricity that is not under Library control. Director reviewed lessons learned.
- IV. Library Director's Reports -
 - a. Director –
 - i. summer reading started in June.....going well. Programs for adults are ramping up with Assistant Director in place.
 - ii. 250th celebration– Director spoke with staff about programming ideas and options – Director shared that PBS is giving permission to use clips from the new Ken Burns documentary. Will look to use that for programing. Will look to integrate overall theme to the existing book clubs.

- b. Stairs repair - demolition began and a problem occurred – unanticipated structural issue tied to the brick work. Could not be found until the demolition had begun. Change order is under way and work should be starting again soon.
 - c. Lampposts installation is starting
 - d. Garden – person coming to cut window on Friday.
 - e. Children’s room carpet and painting project – Reevaluating the project and timing as may need further funds – evaluation underway as there is no budget included for moving the materials in the children’s room and need to evaluate ceiling remediation.
 - f. LION update - Meriden leaving Lion consortium in a year. LION is evaluating impact and what should be done to retain members.
 - g. Year End Statistical Reports – reviewed and discussed reports. Questions asked and answered about possible trends in circulation, gate, meeting space use.
- V. Old Business - Finance subcommittee report – met with a Financial Advisor (FA) (FA has been on Boards for library’s and non-profits; and this was an informal discussion to get feedback and information). The Subcommittee thanks the Director for giving a tour of library to the FA. More information will be coming form the Subcommittee on the meeting once there is some time to digest the information.
- VI. New Business -
 - a. Policy Subcommittee Discussion and Possible Vote – Director reviewed initial information on new State requirements on reporting on Policies and Procedures (legislation that recently went into effect). Need to submit 4 different policies by 11/1. State reviews and approves and the Library Board will need to approve by 12/1. Policies and Procedures identified by the State will need to be reviewed with the State every 5 years. Director will be attending a session with State of CT to learn more and will report back. Policies and procedures that will need to be submitted should be looked at in September and October. Board discussed whether a subcommittee of the board should be formed to: 1) bring suggestions/changes to existing policies; 2) identify and develop Policies not in place; 3) ongoing review of older policies; 4) evaluate and recommend if there is the need for an ongoing committee. Anne Doyle, Eric Infeld, and Maya Liss will

be on the ad hoc subcommittee. First meeting will be scheduled after Director attends professional development from state occurs.

- VII. August meeting – **Motion made by Eric Infeld to cancel the scheduled August 12, 2025, meeting of the Board. Maya Liss seconded.** Board approved unanimously.

- VIII. Executive Session for Personnel Matter

- a. **Motion made by Bob Booz to go into executive session for personnel matters. Eric Infeld seconded.** Approved unanimously. Board went into executive session at 8:20.
- b. **Motion made by Bob Booz that Board leave Executive Session for Personnel matters. Seconded by Maya Liss.** Approved unanimously. Board left Executive session at 8:40.

- IX. General Discussion for the good and welfare of the Board.

Meeting adjourned at 8:42 PM

Respectfully submitted,

Eric J. Infeld
Secretary