

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

January 14, 2025

7:30 P.M.

**Attendees:** Sarah Robertson, Anne Doyle, Eric Infeld, Lynn Johnson, Maya Liss, Anne Mueller. Also attending Lauren Redfield, Library Director

**Absent:** Robert Booz, Elizabeth Merliss, David Turley

- I. Public Comments/Communications – Town has requested a representative from Board to join a 250 anniversary of Declaration of Independence. Maya Liss reported that Bob Booz volunteered
- II. Minutes
  - a. **Motion to accept minutes from December meeting made by Ann Doyle seconded by Sara Robertson** approved unanimously.
  - b. **Motion to remove 2b from Agenda by Maya Liss seconded by Ann Doyle** approved unanimously
- III. Financial Reports
  - a. Board Managed Funds – on track. Board discussed need to change the second signature for Board checking account. Maya will be the second signature and will work with Ann to set a time to complete
  - b. Library Operational Funds – on track with no unexpected deviations.
- IV. Library Director's Reports
  - a. Director –
    - i. Circulation is flat year over year – a shift from physical book to electronic continues to be noted.
    - ii. Programs are down as meeting rooms were not available due to flooding and cleanup. Study room use is up.
    - iii. Library passes - Service that is used by the Library and Patrons for the museum passes shut down as of 12/31/2024. Physical passes are circulating while waiting for new contractor is working to have everything set – unsure how long gap will be until this system is up and working.

b. Other - none

V. Old Business

- a. Garden committee - contract signed with Torrison so working on scheduling - Targeting March/April - including completion of the work. Need to develop a communication plan so patrons and neighbors are aware of potential disruptions. Committee will be talking with Torrison re Tax exempt number and making sure that any tax is not charged as part of the contract.
- b. Parking Lot lighting - Historic district commission has approved the light posts with the condition that the lights are 2700 Kelvin. Electrician will only install 3000 Kelvin as the fixture needs a 3000 Kelvin Bulb. Fixtures had not been purchased. Working with a representative for Historic District to pick out a lamppost that will meet the requirements.
- c. Exterior Main St entrance stair repair - Kickoff meeting for stairs occurred with state and approvals in place - Silver Petrocelli working to put out bids.
- d. Staffing -
  - i. A substitute staff member has been hired - will be assisting short term to cover tasks during the hiring process for the new Director, and then be a trained substitute/ backup for staff on a per diem basis.
  - ii. Interim Director reports that Transition is ongoing
- e. Other: Awarded grant from Community Foundation for 15 lendable memory kits to use with Durham residents/caregivers for their with memory issues. These kits will circulate as part of Library of Things. Grant requires funding from Library - 400.00 of Board Funds will be used to meet the grant requirements. Board discussed the need for a Communication Plan and methods to communicate effectively - ideas included flyers at Durham Pharmacy, talk to Senior Center and local physicians.

VI. New Business

- a. Brief discussion on there being a need for a Directory of what library has to offer and distribution of that directory to Durham residents. Will look to move forward on this as one of the actions items to meet strategic plan.
- VII. **At 8:15 PM Sara Robertson made a motion that the Board go into executive session for personnel issues Ann Doyle seconded. Unanimously approved**
- VIII. **At 8:45 PM Lynn Johnson moved the Board leave executive session seconded by Ann Mueller. Unanimously approved.**
- IX. **General Discussion – Board officially welcomed Lauren Redfield as Interim Director.**

Meeting adjourned at 8:48 PM

Respectfully submitted

Eric Infeld  
Secretary