

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES MEETING
October 14, 2008

The meeting was called to order at 7:37 PM. Present were Valerie Kilmartin, Jane Eriksen, Mary Ryan, Lynn Johnson, Mark McLaughlin, Anne Mueller, and Lynn Stanwood, and David Turley. Bob Booz and Rosemarie Naples were absent from the meeting.

I. Public Communications / Comments – Mary Ryan reported that she had just noted an error in the caption of Minutes going back to February 2008. The Minutes which were all for Regular Meetings but mislabeled as “Special Meetings”.

II. Minutes - Minutes of the September 9, 2008 meeting were distributed and read. Anne Mueller moved that the minutes be accepted as modified to correct the caption to remove “Special” and to specify the panel referred to in Part IV. Lynn Johnson seconded. The motion passed unanimously.

III. Treasurers’ Reports

A. Treasurer’s Report – Anne Mueller had no report.

B. Director’s Report – Valerie Kilmartin presented the Director’s written Financial Report for September 2008.

IV. Librarian’s Report – Valerie Kilmartin presented the written September 2008 Library Director’s Report. The written September 2008 Children’s Librarian’s Report was distributed to the Board.

V. Committee Reports –

A. PALS – Jane Eriksen reported that the 2009 Book Sale would be held in October instead of June.

B. Building & Maintenance Committee – Landscape Plan –

- Jane reported that 1 gallon of ceiling paint and 1 gallon of wall paint remain from the recent renovation painting project and will be available for touch-ups.
- Valerie is waiting for a quotation from Middletown Plate Glass to replace panes with broken seals in the memorial palladium window located in the new computer /YA room and the one pane in the new media room that has a hole in it. Middletown Plate Glass stated that the deteriorating condition of the palladium window’s wood frame would not preclude pane replacement. Valerie has obtained the name of a company to contact regarding replacing the broken etched panel in the Jonathan Howe memorial window in the Children’s Room.
- The board will need to present a list of maintenance projects to the town. It will include repairing the ceiling damage in the adult collection and painting the ceilings not painted during the renovation project as well as replacing the damaged acoustical ceiling tiles in the hall.
- A major item to examine and perform required repairs/replacements to is the temporarily patched rubber roof over the newest addition to the library [the source of the adult collection leak]. The board has not received Dick McManus’ building condition assessment report and does not know if it was submitted at town hall.
- The underground oil tank used to store fuel for the 1902 and 1985 portions of the library still needs to be replaced.
- Lynn Stanwood has received a quote from Natureworks and will solicit quotes from Stonepost Garden Center and Madison Earthworks of the cost to supply plants and their installation in

accordance with the Memorial Garden Plan prepared by Memorial Garden Planning Committee [Lynn Stanwood, Lynn Johnson, Pat Murawski, and Cindy Shirshak].

- Lynn Stanwood presented a request from the Durham Garden Club to plant a memorial dogwood at the library. The Board welcomed the offer of the dogwood tree but stated that type and placement will have to be determined by the Memorial Garden Planning Committee.

C. Nominating Committee – Lynn Stanwood will put together a nominating slate for the next board meeting.

VI. Old Business

A. Renovation Completion / Ceremony – The ceremony to commemorate completion of the renovation project is scheduled for Saturday, December 6, 2008. The non-board volunteer Ray ____ will be specifically invited and recognized.

B. ACLB Convention Attendance – Jane Eriksen, Lynn Johnson, Lynn Stanwood, and Valerie Kilmartin will attend the ACLB Convention on October 31, 2008.

VII. New Business –

A. Annual Evaluation of Director – Valerie was asked to present a self-evaluation of her performance meeting her 2007-2008 goals.

B. Other – Mary Ryan reported that as a result of FOIA changes, in addition to having board meeting minutes on file at the library within 7 days of a meeting, they must now be posted on the library's website. There will be a posting for the current unapproved minutes and a separate posting of approved minutes for reference. Copies of approved minutes will continue to be forwarded to the town as a courtesy for posting on the town's website as well. Valerie was asked to have the 2008 schedule of meetings posted on the library's website as well.

The Board's next meeting will take place on November 18, 2008 at 7:30 PM.

The meeting adjourned at 9:03 PM.

Respectfully submitted,

Mary B. Ryan

Recording Secretary

RECV'D: Office of the Town Clerk
November 19, 2008 at 8:49 pm