

DURHAM PUBLIC LIBRARY  
MINUTES OF BOARD OF TRUSTEES SPECIAL MEETING  
May 13, 2008

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

**I. Public Communications / Comments** – None

**II. Minutes** - Minutes of the April 9, 2008 meeting were distributed and read. Rosemary Naples moved that the minutes be accepted with a name spelling error correction. Bob Booz seconded. The motion passed unanimously.

**III. Treasurers' Reports**

**A. Treasurer's Report** – Anne Mueller did not have a prepared Treasurer's report. She reported to the Board a separate bank account has been establish to segregate late fines and copier charges which are remitted to the town annually. There was a discussion of whether to renew the expiring CD for the Harvey fund and the Board recommended no renewal.

**B. Director's Report** – Valerie Kilmartin presented the Director's written Financial Report for April 2008. Valerie reported that she had just become aware that the library's budget was not a bottom line budget but rather a bottom line by category budget. She will complete this month's posting and then make a request to the BoF to transfer funds between line items to address this matter. The self-check kiosk has been set up and tested and will be inaugurated soon.

**IV. Librarian's Report** – Valerie Kilmartin presented the written April 2008 Library Director's Report and Children's Librarian's Report to the Board.

**V. Committee Reports** –

**A. PALS** – Valerie announced that the library has received extensive book donations for this year's sale including from the briefly in existence Main Street book store and the RSD13 Project Graduation book sale. Mary reported that book sorting and placement on the sale tables is scheduled for Saturday, June 7<sup>th</sup> at 10 AM. Valerie indicated that book set up may start even sooner given the volume. Help is needed especially for lifting.

**B. Building & Maintenance Committee** – Colin Turley's Eagle Scout Project of grounds clean-up and mulching was very satisfactorily implemented with assistance from Middlefield Girl Scout Troop 2043 and Durham Boy Scout Troop 27. Permatreat donated 16 cubic yards of mulch which was delivered by Hans Pederson, who also trucked cuttings and other debris to DMIABB.

Valerie reported that she will be meeting with First Selectwoman Laura Francis to discuss what town departments do for their HVAC servicing and the specifics of what grounds services the town crew will be providing to the library.

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## **VI. Old Business**

**A. Landscaping Plans** – Discussed as part of the Committee reports portion of the meeting. There was also a lengthy discussion regarding how best to use the donations received in her memory to create a memorial garden for Alma Hinman. Several board members expressed concern that it be low maintenance and in keeping with the look of the library. The Board decided that at the beginning of the next meeting it would go outside to the front of the library to examine the proposed location and continue its discussion.

**B. Acquisition Policy** – discussion postponed.

## **VII. New Business**

**A. Memorial Day Parade** – The library staff has its float theme ready to go for this year's parade.

**B. Other** – Anne Mueller would like to start destroying years' worth of old Treasurer's records stored in her attic. Valerie will get the statutory records retention requirement information to Anne. After a discussion of the problem of cigarettes and other litter at the library entrance, the Board directed Valerie to provide chairs of the various commissions and boards that meet at the library with a request that at each meeting they remind those in attendance not to discard cigarette butts on library grounds. The Board further directed Valerie to present some options for trash receptacles at the next meeting.

The Board's next meeting will take place on June 10, 2008 at 7:30 PM.

The meeting adjourned at 8:50 PM.

Respectfully submitted,

*Mary B. Ryan, Recording Secretary*