

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES SPECIAL MEETING
June 10, 2008

The meeting was called to order at 7:58 PM. Present were Jane Eriksen, Valerie Kilmartin, Lynn Johnson, Lynn Stanwood, Mary Ryan, David Turley, Bob Booz, Mark McLaughlin, and Anne Mueller. Rosemarie Naples was absent.

I. Public Communications / Comments – None

II. Minutes - Minutes of the May 13, 2008 meeting were distributed and read. Dave Turley moved that the minutes be accepted with a name spelling error correction. Anne Mueller seconded. The motion passed unanimously.

III. Treasurers' Reports

A. Treasurer's Report – Anne Mueller distributed the Third Quarter Report. She noted that the “paid to town” amount was actually placed in a separate checking account where the copier and fine monies are now being deposited. The funds will be turned over to the town at the end of the fiscal year.

B. Director's Report – Valerie Kilmartin presented the Director's written Financial Report for May 2008.

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

V. Committee Reports –

A. PALS – Jane reported that the Book Sale will be this weekend. The collection for sale is large and of good quality. Board members were encouraged to spread the word to potential customers. The annual cocktail party is scheduled for August.

B. Building & Maintenance Committee – Jane reported that large nail heads are now backing out of the wall in the entry area. This is one of a number of maintenance items that needs to be on a list to be brought to the attention of the town. Valerie reported that an engineer had come to look at the exterior structure of the building as part of the town building mechanical assessment. Jane asked Valerie to request a copy of the report for the Board's utilization and edification. Valerie reported that she has not yet scheduled the meeting with the First Selectwoman to discuss exactly what grounds keeping services will be provided by the town crew. Jane recommended that the Building & Maintenance Committee members be present at that meeting. Valerie will try to schedule an evening meeting. The Building & Maintenance Committee will meet with Valerie to go through the building and compile a list of maintenance issues that need to be addressed at that meeting.

VI. Old Business

A. Landscaping Plans – Memorial Garden – There was a pre-meeting “field trip” to view the space designated for the Memorial Gardens and to discuss options including a sketch prepared by Lynn Stanwood. Lynn Johnson suggested that a Landscaping Committee be formed. At the Board Meeting Jane stated that she will appoint people to the Landscaping Committee and charge them to make a recommendation of a plan for the grounds. Jane will approach the potential committee members to see if they are interested in serving. Lynn Johnson was asked to head the committee.

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B. Library Funds: Room rearranging – Within the month Valerie will be meeting with the Vendor's designer to finalize the plans. It will take twelve weeks from the order date for the furniture to arrive, so completion of the project is anticipated for November. Valerie is still pursuing AI to find out about replacing the carpet in the front desk area that will be required once the desk is reconfigured.

VII. New Business

A. Board of Selectmen's Joint Meeting – Jane asked members of the Building & Maintenance Committee to join Valerie at the meeting scheduled for 7 PM on Monday, June 16, 2008 on the third floor of the Town Hall.

B. Other – The proposed Collection Development Policy was handed out for review in advance of the discussion on collection retention and development to be on the agenda at the next meeting.

The Board's next meeting will take place on July 8, 2008 at 7:30 PM.

The meeting adjourned at 9:10 PM.

Respectfully submitted,

Mary B. Ryan, Recording Secretary