

DURHAM PUBLIC LIBRARY  
MINUTES OF BOARD OF TRUSTEES SPECIAL MEETING  
July 8, 2008

The meeting was called to order at 7:30 PM. Present were Jane Eriksen, Lynn Johnson, Lynn Stanwood, Mary Ryan, David Turley, Bob Booz, Mark McLaughlin, Rosemarie Naples, and Anne Mueller. Valerie Kilmartin was absent.

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

**II. Minutes** - Minutes of the June 10, 2008 meeting were distributed and read. Bob Booz moved that the minutes be accepted with corrections to the gardens' and a committee's names. Mark McLaughlin seconded. The motion passed unanimously.

**III. Treasurers' Reports**

**A. Treasurer's Report** – Anne Mueller reported that the copier and fine monies had been turned over to the town. She will be getting the final quarterly report to the town shortly for the audit.

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

**IV. Librarian's Report** – A written June 2008 Library Director's Report prepared by Valerie Kilmartin was presented to the Board. The written and Children's Librarian's Report was distributed to the Board.

**V. Committee Reports** –

**A. PALS** – Jane reported that the Book Sale was not as successful as previous years. Walt Kozinsky, Donald Bastis and others were a great help in transporting three truck loads of books to Notre Dame on Sunday and removing another three truck loads on Monday. Jane reminded Board members that the PALS cocktail party is scheduled for Friday, August 22<sup>nd</sup>.

**B. Building & Maintenance Committee** –

**1. Report Building Interior Assessment** – Mary Ryan presented the Building & Maintenance Committee's assessment of interior areas in need of correction. The priority concern was the media area which will be shortly converted to the computer area, in particular the need to have a professional assessment of the problems in the Palladium window and correction of the extensive nail pops in the ceiling. The Board felt that disruption of media center services will be necessary and appropriate to address these concerns. David Turley will prepare a timeline for implementation of the media center improvements and scheduling of volunteers, and also reach out to contacts for scaffolding. Mark McLaughlin recommended contacting a local contractor to sponsor the window repairs/replacement.

**2. Proposal for Library Grounds/ Memorial Garden** –The Committee members are: Lynn Johnson, Chair, Lynn Stanwood, Pat Murawski, Rosemarie Naples, and Cyndi Shirshak. Lynn Johnson presented the Landscape Committee's written report. Lynn Stanwood presented a drawing with attached photographs of the current landscaping. Both will be used to confer with a laurel expert from Broken Arrow Nursery for recommendations of plantings to develop a plan in accordance with

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principles set forth in the written report. Jane requested Lynn give Valerie a list of non-planting exterior maintenance items to present to Tim. Clarification is still needed regarding what maintenance services the town will be providing given the removal of grounds maintenance from the library's budget.

**VI. Old Business**

**A. Collection Development Policy** – in light of Valerie's unavailability this discussion was continued to the next meeting.

**B. Board of Selectmen's Joint Meeting** – Jane thanked Mark and Dave for attending the Board of Selectmen's Joint Meeting with Valerie.

**VII. New Business** – David Turley moved that the library be closed on the Saturday of Labor Day weekend without paid time off or reduction in the total staff hours for the week. Rosemarie Naples seconded. The motion passed unanimously.

The Board's next meeting will take place on August 12, 2008 at 7:30 PM.

The meeting adjourned at 9:10 PM.

Respectfully submitted,

*Mary B. Ryan, Recording Secretary*