

RECV'D: Office of the Town Clerk December 7, 2015 4:24pm

Durham Public Library Board of Trustees
Minutes
November 10, 2015

Meeting called to order at 7:320 pm.

Present: Shari Adams, Bob Booz, Jane Eriksen, David Foster, Lynn Johnson, Anne Mueller, Mary Ryan, Kary Strickland, David Turley and Trish Connolly.

- I. **Public Comments/Communications** – There were no public communications.
- II. **Minutes from Meeting of October 13, 2015** – Anne Mueller moved to accept the minutes, seconded by Lynn Johnson. Minutes accepted unanimously.
- III. **Financial Reports** –
 - A. Board – Shari Adams presented the report identifying the status of Board funds.
 - B. Librarian – No concerns were noted in the budget to actual expenditures to date. The electricity budget line was discussed and compared to the prior year's performance; however, nothing extraordinary compared to the prior year's billing pattern was noted. The Library website's maintenance is a concern and external consulting assistance in replacing Word Press is being pursued.
- IV. **Librarians' Reports**
 - A. Director – The Director's report briefly highlighted the prior month's activities.
 - B. Youth Services – There were no outstanding items noted. The teen lounge modifications appear to be in line with expectations.
- V. **Committee Reports**
 - A. PALS – There was no report from PALS.
 - B. Maintenance –A letter was delivered on behalf of the Board to Mr. McManus, Town Facilities Director, noting our concerns on the new roof. He immediately responded and said "he was on it". A solution he discussed is for a small gutter over the rear emergency exit which would be supplemented by heat tape.
 - C. Strategic Planning – The Strategic Planning Committee was not able to meet in October. A future date will be set.
- VI. **New Business**
 - A. Nominating Committee – Library were confirmed as: David Turley, Chair, Shari Adams, Treasurer, Robert Booz, Secretary, Jane Eriksen, Corresponding Secretary.
 - B. Agenda for December Meeting – The December meeting will be dedicated to the budget planning effort for the next fiscal year.

VII. Old Business – None noted

Adjourned 8:25 p.m.

Respectfully submitted,

Robert Booz, Secretary