

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

November 8, 2016

Meeting called to order – 7:30 P.M.

Present:; Shari Adams, Bob Booz, Jane Eriksen, David Foster, Eric Infeld, Lynn Johnson, Anne Mueller, David Turley and Cyndi Shirshac. Not Present: Kary Strickland

- I. Public Comments/Communications – A donation to PALS was noted. The Board welcomed Eric Infeld as its newest member.
- II. Minutes – Oct 11, 2016 – Lynn Johnson moved and Shari Adams seconded a **Motion to approve the minutes as submitted.** The motion passed unanimously.
- III. Financial Reports
 - A. Board – The Board Funds report noted limited activity with nothing of specific concern.
 - B. Librarian – The financial report saw all accounts are at approximately the right spending levels appropriate to the time of year. Concerns were raised about the inclusion of the parking lot lease rental payment. The lease agreement agreed to by the Town was made over the objections of the Board. The issue will be raised during the upcoming budget process. Also discussed was the electricity line item which now reflects the payment for the new HVAC equipment.
- IV. Librarians' Reports
 - A. Director – The Wellness Day recently held was a big success. Most of the sessions were fully subscribed with some having waiting lists. The One Book, One Community program was also discussed. RSD #13 will be providing students with copies of the book. The Library will obtain a few copies for parents or other who might want to read the book.
 - B. Youth Services – There have been over 25 applications submitted for the new Youth Services position.
- V. Committee Reports
 - A. PALS – PALS will be attending a statewide program for similar library focused supporting organizations.
 - B. Maintenance – The HVAC system is still being adjusted with some software issues still cropping up. Dick McManus has not yet signed off on the project.

VI. New Business

A. Election of Board Officers for 2017 – The slate of Board Officers was recommended by Anne Mueller and Shari Adams, the Nominating Committee. There were no objections raised and the officers for 2017 will be:

- David Turley President
- Anne Mueller Vice President
- Shari Adams Treasurer
- Robert Booz Recording Secretary
- Jane Eriksen Corresponding Secretary

B. Constant Contact Funding – This is the application that creates broad e-mail communications with the patrons and others. The full cost of the application was not included in this year’s budget. Accordingly, Shari Adams **Moved that the bill for Constant Contact be paid from board funds as a one-time budget exception and its future expenditures be included as a budget item in the upcoming budget season.** The motion was seconded by Bob Booz and unanimously passed.

VII. Old Business

A. New Member “On Boarding” Process – David Foster and Kary Strickland have been preparing materials for Eric. An orientation session at the Library will be held soon.

B. Taste of Durham – Two tasks are being requested by PALS. It has asked for assistance with the shuttle bus. David Turley will address this. Also help on the front door check-in will be needed. David Foster and Kary Strickland have volunteered to help.

VIII. Other Items – The Board expressed its thanks to the staff for a very successful and well attended Volunteer Luncheon. The December meeting will concentrate on the budget preparation process.

Adjourned: 8:45 p.m.

Respectfully submitted

Robert Booz, Secretary