

**DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**November 18, 2010**

**Present:** Doug Bencks, Renee Vannata, Elise Daniel, Robin Balducci, David Moore, Emmy Smith, Sibylle Carlson, Jenna Roberts, Lisa Pfeiffer, Ann Windsor, Tom Madden (DPL Director), Sandi Mitchell (Fundraising Consultant)

**Meeting called to order at 6:35PM.**

**Meeting Agenda:**

- D Bencks requests that we move the development actions further up in the agenda. R Vannata moved to approve amended agenda, S Carlson seconded motion; unanimously carried.

**Minutes from October Meeting:**

- S Carlson moved to accept amended minutes. R Balducci seconded motion; unanimously carried.

**Development Actions:**

**Feasibility Study**

- Sandi Mitchell was introduced by A Windsor. S Mitchell discussed the interim highlights of the feasibility interviews thus far.
- S Mitchell thanked A Windsor, E Smith and Susan Roman for tracking people down and scheduling each feasibility interview, as well as Tom Madden for allowing the interviews to occur at the library.
- S Mitchell discussed the basic principles and processes for the capital campaign and the four phases of our capital campaign:
  - Phase I - Planning – We are currently in this phase. In this phase Design/Build planning is conducted, costs are estimated, private giving is accessed and leadership gifts are teased out.
  - Phase II – Advance Campaign – This phase will begin soon. In this phase we seek major gifts (\$5000 and up) and a cultivation gathering may be needed. Grants will be pursued in this phase. **This is a quiet phase.** 70 to 80% should be raised in the second phase.
  - Phase III – Community Campaign – This phase is estimated to begin in August 2011. In this phase the public fundraising goal is set and publicized, we will generate a large numbers of gifts, we will demonstrate openness, and generate support for the bond. In November 2011, the CIP for 2012 will need to be presented to the council as well as our bond request. Every contact is recorded in this phase, may include events.
  - Phase IV – Celebration - This is what happens around the opening of the building. In this phase we will have a ground breaking event and conduct volunteer thank you parties (and other ideas).
- S Mitchell discussed the feasibility study results and then left the meeting.

**Goals for Strategic Planning**

- A Windsor wanted clarification on the goals of the development committee.
- The trustees discussed event planning as it relates to community and development. The trustees also discussed the development committee overlaps with communication committee.
- Is the development committee primarily focused on money or sponsoring supporting events?
- Consensus is that development committee will continue to plan community events as they have in the past.

### **Annual Fund**

- A Windsor reports that we now have close to \$6000 of donations in the first 2 weeks of annual fund with many first time donors!
- Feasibility study team has been very busy. Sybille Carlson has a fresh list of businesses and contacts in Durham and they are sending them the annual fund letter.

### **Events**

- Seacoast Rep Theatre is sponsoring Light Up Durham with the Town of Durham. A Windsor will be organizing the cookie sale that evening for the Friends of the Durham Public Library.

### **Treasurer's Report:**

- S Carlson moved to accept \$2260.85 (\$1482.69 from the friends) in unanticipated funds for previous month, J Roberts seconded; unanimously carried. Discussion amongst the trustees about what should formally be anticipated and unanticipated money and Robin Balducci will follow up with the town on policies.
- As of October, the four CDs have been liquidated and deposited into their regular sub accounts because the interest rates were lower in the CD market.
- Operating budget for the month was discussed in Operations Committee and briefly presented by T Madden.

### **Public Hearing for the acceptance of anonymous gift**

- Motion to open public hearing by R Balducci. Second from S Carlson; unanimously carried.
- Anonymous Donor Donation of \$103,998.21.
- R Balducci presented her research findings about large library donations and public hearings. If the donor pledged more than the amount we now have, we will have to do a public hearing for every time there is a donation (in hand) for more than \$5000.
- In the Capital Campaign, every time you have the money in hand, you need to announce a public hearing. Announcement of the public hearing needs to be posted in 2 locations.
- Motion to close the hearing from D Moore. J Roberts seconds; unanimously carried.
- D Moore moved to accept the money, J Roberts seconds (with gratitude); unanimously carried.

### **Communication Committee Report:**

- D Moore reports that this committee has met several times.
- Katie Fiermonti has been hired to disseminate information from the trustees to the public in a variety of media sources. K Fiermonti will also be scheduling programs and conducting promotion of those programs. The planning and marketing of programming is estimated to be up to 4 hours a week.
- Distinctions of library services versus trustee services were discussed. Should the capital campaign budget absorb the costs for Katie's services that are beyond programming needs? R Balducci states that the unrestricted building fund is used to pay Sandi Mitchell.
- The consensus is that we will pay K Fiermonti out of the operating budget regardless of the responsibilities (on a trial basis).
- D Bencks wants to ensure that the trustees budget for this position in the future.
- D Moore presented and discussed a document titled "Process for Dissemination of Information from Board of Trustees".
- A Windsor and R Vannata brought up the issue of internal communication.

- J Roberts will serve as the liaison between the building committee and the communications committee.

#### **Librarian's Report:**

- T Madden reported about the status of the 2011 budget. Todd recommended (proposed) the budget we requested without 15 additional staff hours. Todd's default budget will likely be accepted on December 6<sup>th</sup>. The strategy to build our staff hours over the next 3 fiscal years in order to maintain our new library has been derailed. We have a bottom-line budget and the line items of the actual budget will be discussed in the Operations Committee.
- Nolan Lushington (library consultant) is meeting with the staff tomorrow to review the library program in the Town Council chambers at 2:00pm.
- T Madden reports that the directors of Madbury, Lee and Durham libraries met last week. Both Madbury and Lee intend to build new libraries, but neither will likely happen in the next 5 years. Terry Knowles advised the Lee library director to set up a foundation as a 501c3 to accept capital campaign donations. A Windsor is going to inquire with Sandi Mitchell about this process.

#### **Operations Committee Actions:**

- Both the 2010 Budget and 2011 Budget was discussed.
- The director's evaluation is still in progress.
- Trustees are invited to attend meeting with Nolan Lushington tomorrow (Friday) in the Town Council chambers at 2:00pm.
- A Windsor wanted to know about what information should go or should not go to Sandi Mitchell.

#### **Building Actions:**

- The Building committee members are: T Madden, D Bencks, J Roberts, Jay Gooze and Bill Schoonmaker.
- The Citizen Library/ Build/Review committee consists of about 25 community members with a broad range of expertise and representation.
- TMadden and D Bencks presented to the Town Council earlier this month. E Smith suggests that this presentation should be viewed. D Bencks said that there is a press release formed from these talking points.
- All 4 design/build teams proposal's estimated construction prices approximately \$750,000 more than we had previously estimated. Therefore both T Madden and D Bencks suggested to Todd Selig to revise the CIP numbers to reflect this amount.
- The total cost for the building and property (soup to nuts) is estimated \$5.1 million.
- Architect selection:
  - The design/build team selected is Bauen Construction from Meredith.
  - The architect is SMP architects from New London.
  - This team has 16 projects together for many years.

#### **Friends Reports**

- Joan Drapeau has stepped down as treasurer.
- The new board is
  - Lucy Gardner - Chair
  - Pat Young – Vice Chair
  - Jan Roberts - Secretary
  - Beth Newkirk and Tracy McCreery – Shared Treasurer

The Friends holiday party to honor the staff will be Thursday December 16<sup>th</sup> at 4:00pm.

**Other Business:**

- In lieu of December meeting, we will have an informal social gathering of trustees and staff at D Bencks house December 16<sup>th</sup> at 6:30pm.
- Communications committee will meet on December 7<sup>th</sup> 8:30am at the DPL.
- Development committee will meet on December 14th at 8:00am at the DPL.
- Building committee will meet tomorrow at 2:00pm

**Motion to adjourn** by J Roberts, seconded by R Balducci; unanimously carried.

**Meeting adjourned at 9:35 PM.**

Minutes submitted by R Vannata.