

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Time and Place: November 17, 2011, 6:30 PM, DPL

Present: Doug Bencks, Robin Balducci, Jenna Roberts, David Moore, Arthur Young, Ann Windsor, Emily Smith, Lisa Pfeiffer, Tom Madden, Sibylle Carlson, Meridith Davidson, and Susan Roman and Carolyn Singer (public members).

- 1 Call to Order:** Meeting was called to order at 6:38 PM
- 2 Approval of Meeting Agenda:** moved by Roberts, seconded by Balducci, carried.
- 3 Approval of minutes from July and October meetings:** July minutes moved by Roberts and seconded by Young, carried. October minutes moved by Roberts and seconded by Young, carried.
- 4 Treasurer's report and acceptance of unanticipated funds:** Moore moved and Roberts seconded acceptance of \$997.22 of unanticipated funds. All approved.
- 5 Director's Report:** Alix Campbell has left DPL to take another position. A new employee is Hana Bartos for 19 hours per week who will perform a variety of tasks. Madden passed out a budget for present and a projected budget for the new DPL. He figured it will cost approximately \$10,000-15,000 more per year to run the new building. In the current year we continue to operate at about 4 ½ % below expected. Madden passed out a timeline for the town to put the article in the warrant. Public hearings on this will be Jan 9 and Feb 6. Election date falls during UNH Spring Break. Madden's performance evaluation was done by OPCOM.
- 6 Operations Committee Report:** Young will be moving to Dover in December and thus will no longer be eligible to be a DPL Trustee. The Board of Trustees appreciates the fine work Young has done while on the Board. Someone can be appointed by Selectmen to fill out his term and run in March for the remaining 2 years. Windsor agreed to run for his position. Davidson moved, Roberts seconded, to recommend to Town Council to appoint Ann Windsor to fill the position vacated by Art Young. Carried. Singer introduced herself and agreed to be an alternate. Davidson moved, Roberts seconded to recommend to Town Council to appoint Carolyn Singer as a DPL Alternate. Carried. Roberts recommended inserting a "Public Comments" section in the agenda following approval of minutes.
- 7 Campaign Actions:** Davidson has agreed to assume Pfeiffer's responsibilities with Donor Perfect and other record keeping tasks. Donor Perfect was discussed . We currently pay \$75/month for up to 500 records, but have exceed that number now. The fee will go up to \$122/month for over 500 records. Roberts suggested looking at other options that may be less costly. It was decided to renew the Donor Perfect contract for another year and then to look at alternatives for there is too much other work to be done to review it right now. It is to be reviewed prior to November, 2012. The Annual Appeal was discussed and it was decided to send it out in April, 2012, because there is so much to do right now. Roberts offered to write a final appeal letter for the capital campaign

and will be in charge of executing the mailing. Roberts hopes to get it out by Dec. 5. We have close to 800K in donations.

Windsor asked for an extension of Sandi Mitchell's contract until election day if needed. Her present contract is for 5 days/month and the extended contract would be for 4 days/month at \$928 per day. Roberts moved, Balducci seconded, to allow Bencks to extend Mitchell's contract up to 10K and March 13 if needed. Carried.

Davidson and Roberts and Smith ran down a list of party events upcoming.

People ask what we will do with the money if we raise more than 900K. It was suggested we respond that the extra money would be used to build some things that currently we cannot afford, such as solar panels.

- 8 Communications Committee:** Moore reported the focus of the committee is on getting out the vote, and he described how we will arrive at a targeted list of voters to contact. Roman talked about the Right To Know Law and how it pertains to committee work, and whether committee work could act as a capital campaign. Roberts and Moore disagreed.
- 9 Friends' Report.** Over \$1300 was made on book sale. Friends have about 16K in their treasure. Some of the officers are stepping down and Friends are looking for leadership.
- 10 Building Actions:** The house will be vacant as of Dec 2. If they don't find a short term tenant, they will winterize the house and close it down for the winter.
- 11 Other Business:** Both Bencks and Balducci agreed to run for another 3 year term, and Windsor will run for Young's position.
Madden will confer with Todd Selig about getting accurate information about the new library to town employees and displayed in Town Hall.

Respectfully submitted,
Sibylle J. Carlson, Secretary

Next meeting: Thursday, Dec. 15, 2011, 6:30 PM, DPL