

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Date and Time: March 17, 2011, 6:30 PM, Durham Public Library

Present: Doug Bencks, Emily Smith, Robin Balducci, Lisa Pfeiffer, Ann Windsor, David Moore, Jenna Roberts, Tom Madden, Meridith Davidson, Arthur Young, Sibylle Carlson, Renee Vanatta (public member)

1. Call to Order

Meeting was called to order at 6:37 PM. Introductions were made as this was the first meeting for newly elected trustees Davidson and Young.

2. Approval of meeting agenda

Roberts moved to approve agenda, seconded by Balducci, all approved.

3. Approval of minutes from February meeting

So moved by Roberts, seconded by Balducci, unanimously carried.

4. Election of Officers

Bencks offered to be Chair again and Balducci offered to be Treasurer again. Roberts agreed to be Vice Chair and Carlson offered to be Secretary. Slate so moved by Roberts, seconded by Balducci, unanimously carried.

5. Recommendations for Alternate Trustees

All three current Alternate Trustees – Windsor, Smith, and Pfeiffer – agreed to continue for the upcoming year. Roberts moved the slate, Balducci seconded, unanimously carried.

6. Treasurer's report and acceptance of unanticipated funds

Balducci presented the Treasurer's Report. She reported an additional \$875 toward the Annual Appeal was received in February, 2011, bringing the total for the Annual Appeal to \$23,510.

Roberts moved to accept \$1431.90 in Unanticipated Funds, Balducci seconded, unanimously carried.

7. Director's Report

Director Madden reported our new web site is operational and our newsletter has a new format and is better looking and more flexible. He noted one of the most exciting things about the newsletter is the tracking features; we can tell who is looking at it and who isn't. He reported so far 14% of newsletter emails were opened which he thought was low because the town gets 50%. He was assured by others that this is a respectable figure, and that until pictures are opened it doesn't register as opened. 29% of our emails bounced, and after 5 bounces one is bounced off the list. We had 35 people unsubscribe. One can subscribe to the newsletter on our website. We can create subsets of our email subscribers because they have

given us the information voluntarily and can be used in our “get out the vote” campaign. Young suggested patrons be asked when they check out if they are on our email list to increase subscription.

8. Operations Committee Report

OPCOM did not meet this month. A brief synopsis of each committee was presented by the committee chair: Bencks described OPCOM, Windsor described DEVCOM, Moore described COMCOM and Bencks described the Building Committee whose members are Bencks, Roberts, Madden, Jay Gooze and Bill Schoonmaker.

Roberts requested the BOT focus on the Strategic Plan again; she will email everyone a copy and it will be put on the April Agenda. It is requested that committees discuss it prior to the next BOT meeting.

It was decided to disband “Red Books” which have been BOT manuals containing by-laws and other pertinent information. The updated by-laws and policies are on our web site under the “About Us” heading. We will also begin putting other pertinent Trustee information on line as well under the Trustee heading of the Library website.

9. Friends Report

Smith gave a synopsis of Friends. DPL expects \$3800 this year from Friends which must now be included in the DPL budget and reflects a commitment from Friends. Friends will be sponsoring an upcoming Humanities Council Book Discussion featuring House of Seven Gables. The next book sale will be April 28-30. Friends now has 15 lifetime members.

10. Campaign Actions

The Campaign Committee consists of Windsor, Smith, Bencks, and Susan Roman. Windsor reported there was a fundraising event one week ago for BOT and they have heard back from all but 3. They are applying to NH Charitable Foundation for a grant to pay part of Sandi Mitchell’s fees and it is important to have 100% current trustee participation for this application.

They have scheduled 3 more events on April 5, 6, and 7; former trustees on the 5th and 7th and Friends on the 6th. All current trustees are invited to attend. The goal for the Friends is a donation of \$15,000 to which they have already committed.

Windsor noted they are revising the pledge card, and a new gift table will be available for these upcoming events.

11. Communications Committee

Moore reported the newsletter is ready to be sent out and will probably go out in about 5 days awaiting current data base from the town. The second newsletter will be sent out with the new design. The goal of the newsletters is to bring the public up to date on DPL developments. An important upcoming task is to identify voters

who will vote for the bond issue. The committee will address plans for visibility when we launch the "Community Campaign" phase.

12. Building Actions

Bencks noted they are close to getting the Schematic Design, the first phase of design, finalized and it is fine tuning at this stage. A meeting with the public is scheduled for March 24 at Town Council chambers to present the final plans. Bencks noted the main focus after this will be the Capital Campaign.

Vanatta has been hearing concerns about pedestrian safety at the Madbury Rd/Bagdad Rd intersection. Bencks reported there have been initial analyses of intersection safety, and small but important modifications will be made to the intersection as part of the project.

Cost estimates are expected by the end of March. There will be a BOT meeting March 31 at 6:30 at DPL to discuss estimates with the trustees.

There was discussion about town councilors and their position on the new library and how best to approach them and give them information.

13. Other Business

Windsor thanked Pfeiffer for setting up credit card capability and for volunteering to process monies coming in from the Capital Campaign.

14. Adjournment

Meeting adjourned at 8:27 PM, moved by Roberts, seconded by Moore, all approved.

Next Regular Meeting: Thursday, April 21, 2011, 6:30 PM, DPL

Upcoming Calendar

Operations Committee – April 13, 6:30 PM, DPL

Building Committee – public meeting to present final design, Town Council chambers, 4:30 PM

Communications Committee – Tuesday, March 22, 8:30 AM, DPL

Capital Campaign Committee – ongoing regular meetings

BOT meeting – to present cost estimate- Thursday, March 31, 6:30 PM, DPL

Respectfully submitted,
Sibylle J. Carlson, Secretary