

DRAFT: DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Date and Place: January 19, 2012, DPL, 6:30 PM

Present: Doug Bencks, Robin Balducci, Jenna Roberts, Tom Madden, Emmy Smith, Ann Windsor, David Moore, Meridith Davidson, Lisa Pfeiffer, Sibylle Carlson **Absent:** Carolyn Singer

1. **Call to order:** meeting called to order at 6:38 PM Bencks announced that Windsor is now an official trustee, and Carolyn Singer is now an official Alternate trustee.
2. **Approval of meeting agenda:** So moved by Roberts, seconded by Windsor, all approved.
3. **Approval of minutes from December meeting:** So moved by Roberts, seconded by Windsor, all approved.
4. **Public comments:** none
5. **Treasurer's report and acceptance of unanticipated funds and gifts over \$5000.** Roberts moved and Windsor seconded to accept \$941.62 in unanticipated funds. All approved. Balducci recommended we no longer use Quick Books for we can do the same work on Donor Perfect rather than spend the extra money. All agreed. Balducci opened a checking account with \$2K for GOTV. She will receive the money to deposit and Roman will manage the money.
Balducci opened 2 savings accounts for the foundation grants that required money to be kept in escrow until the bond passed. She also opened a "Nest Egg" CD with Federal Savings with \$153K because it has a higher interest rate of .45%. Following discussion, Davidson moved and Roberts seconded to add all the capital campaign money of \$582K to this CD. All approved. Balducci will talk with Peoples Bank about their rates.
6. **Director's report:** Madden reported as of late December DPL has spent \$11K less than the budget had allowed. In response to a request from the town to return money where possible, Roberts moved and Moore seconded that DPL will pay the town \$2K more as long as the total does not exceed \$10K. All approved. Madden reported they have installed a locked cabinet for supplies in the rest room, and have purchased a magnifier for reading which has already been used.
7. **Operations Committee Report:** The committee reviewed 2012 goals and gave Madden a list of things to do during his convalescence such as write policies for the new library and a disaster plan. His hip replacement will occur Feb 20th and he will be out about 2-6 weeks. The 2012 budget is fine; they have spend about 2% so far, and will purchase 4 new computers this year since they didn't purchase 2 last year.
8. **Campaign Actions:** Windsor reported we have raised \$1,033,815 and are still getting a little money in.
Jan 30 Bencks and Windsor are going to an Open House at Fitts Farm.
Jan 24 Smith will attend a House Party Event with Ann Knight.

Jan 28 there will be a chili fest at Jackson's Landing and Frank Windsor will make chili for the DPL table. We will have a table display for the new DPL and will announce a birthday event at DPL for Marjorie Milne which will be a reception to honor her on Wed., Feb 1, 3PM following the Friends' meeting in honor of her 100th birthday.

Feb 29th Roberts reported there will be a Leap for Leap Year fundraiser for ORPP at Play at the Lee Traffic Circle, proceeds to go to the Capital Campaign

The Board agreed to give a lifetime DPL membership to a particular individual who donated \$2500 to the Capital Campaign.

Bencks gave an update on promotions with local businesses. Some restaurants are donating a portion of their proceeds to the Capital Campaign. Many of the promotions are mostly a public relations endeavor.

9: Communications committee: It was decided to move the GOTV Meeting Jan 22 to 1:00 PM due to the football game.

There was an update on GOTV. It was requested that letters regarding DPL that are sent to Todd Selig be forwarded to all trustees. Trustees can respond to letters. Trustees as a group will send a letter to the editor.

There was a discussion on how best to present the cost of the new library to taxpayers: as a percentage or dollar amount? There was discussion on preparing for the Feb 6th public hearing.

10: Friends' Report: The Friends are doing well, attendance is up and they will do a solicitation for membership in Feb. President is Luci Gardner, Vice Chair Tracy McCreary, and Sec. Jan Roberts.

11: Building Actions: We have tenants, they have moved in, they have furniture. The Building Committee will have a meeting in anticipation for getting moving after the bond vote.

12. Other Business: none

13. Adjournment: Meeting adjourned at 9:21 PM, so moved by Davidson, seconded by Balducci, all approved.

Respectfully submitted,
Sibylle J. Carlson, Secretary