

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

DRAFT MINUTES

Date and Time: June 16, 2011, 6:30 PM, DPL

Present: Robin Balducci, Doug Bencks, Meridith Davidson, Tom Madden, Lisa Pfeiffer, Jenna Roberts, Emily Smith, Ann Windsor, Art Young

1. **Call to Order:** Meeting was called to order at 6:40 PM.
2. **Approval of Meeting Agenda:** Bencks suggested that the Communications Report be moved to agenda item number four because Young, reporting for the committee, had to leave the meeting early. Moved by Roberts, Balducci seconded, all approved.
3. **Approval of Minutes from May meeting:** Roberts moved, Balducci seconded, all approved.
4. **Communications Committee:** Roberts reported that the committee has been working on the community outreach plan for the campaign. She emailed neighborhood lists to each board member for review; each neighborhood cluster has about 50 homes. The town property tax lists were used to come up with the neighborhoods. Roberts requested that each board member review the lists and report to Young on possible neighborhood captains to spearhead the outreach plan. Young reported that he will be coordinating the neighborhood captains and managing this part of the outreach plan. Young also reported that a job description for the team captain position is being drafted with the help of our consultant Sandi Mitchell. Smith added that the first step in the recruitment process of team captain should be securing their personal commitment to the new library before they get involved. Roberts added that she has been putting together a spreadsheet combining the property tax lists with the library's annual donors to help identify those already committed to supporting the library. Roberts expects that 120 volunteers may need to be recruited for this phase of the new library campaign. Roberts said the committee is also putting together a timeline that will be available on an online calendar so all board members and campaign volunteers can stay on track and meet expected deadlines. Finally, Roberts reported that the campaign logo is being finalized and will be similar to what was used for the banner used in the Memorial Day parade. The next communications meeting will be Tuesday, June 21 at 8:30 AM.

Bencks updated the Board on the status of the Town Hall. Town Administrator Todd Selig approached Bencks about the opportunity to build a new Town Hall on the property next door to the future library. Selig engaged SMP, the architectural firm which designed the new library, to develop a few different design options. Bencks said the costs are still not determined and the most recent developments have all been reported to the Town through the Friday updates.

5. **Treasurer's report and acceptance of unanticipated funds and campaign funds:** Balducci reported that the unanticipated funds for May totaled \$563.06. Roberts moved to accept these funds, Balducci seconded, all approved. Balducci reported that \$107,448.57 in capital campaign funds have been received. Roberts moved to accept these funds, Young seconded, all approved.
6. **Director's Report:** Madden reminded the Board that the library had been invited to participate in the Oyster River Festival on Saturday, June 25 from 11 AM – 2:30 PM. Madden reported that new exit signs with LED side lamps had been purchased and installed to help during power outages. Madden announced that the annual summer reading program starts June 29th. Finally, Madden reported that staff vacations have been planned for the summer months and substitute staffing has been coordinated. Madden will away July 2-July 17 and gone most Mondays throughout the summer.
7. **Operations Committee:** Madden reviewed the goals and budget for next year. All of the goals, in one way or another, prepare the library for the move into the new library in early 2013. The goals including integrating mobile devices into our collection, preparing the collection for the move, increasing the local history collection, develop a disaster plan, develop policies for the new building, and increase staff hours by 15 hours and increase operating hours by an additional 3 hours a week. Madden drafted two preliminary budgets based on the current needs of the library. Madden expects to receive some guidance from the Town Administrator if the state legislature should pass a budget.
8. **Campaign actions:** Windsor reported that approximately \$340,000 has been raised. The fundraising committee now has a group of 12 volunteers. The campaign is still in the silent phase. The committee is constantly identifying individuals, corporations, businesses and foundations that may be good prospects for the campaign. Windsor reported that a lot of activity will occur in July. Smith added that the group is very committed and passionate about the new library.
9. **Friends report:** The Friends held their monthly meeting. No news to report.
10. **Building actions:** Bencks reported that they are still working on getting the info on the energy model to help determine the energy operating costs of the new library. Bencks mentioned that he emailed the Board a list of all the sustainability features of the new building. Bencks is also working with the builder to determine the cost per square foot of the building.
11. **Adjournment:** Balducci moved, Roberts seconded, all approved. Meeting adjourned at 8:45.

Respectfully submitted,

Meridith Davidson

Next Meeting: July 21, 2011 at 6:30 PM