



# *Durham Public Library*

Board of Trustees  
Operations Committee  
February 9, 2011 6:30pm  
Durham Police Station Meeting Room

Present: Thomas Madden, Elise Daniel, Robin Balducci, Doug Bencks, Renee Capicchioni  
Vannata

Meeting called to order at 6:43pm

## **2010 budget**

- The DPL was invoiced for \$36,021.19 from the Town of Durham. We anticipated \$22,080 of that. That meant that we owed them money.
- We had about \$30,240 in our accounts, so we pulled \$3,608.36 from the 2010-2011 annual appeal. We are zeroing out (used every last penny of) equipment fund, operating fund, operating fund restricted trust (old annual appeal monies), and the fines and lost books subaccounts. Therefore the remaining amount due is coming out of operating fund restricted.

## **2011 budget**

- 8.3% of budget should have been sent, but only 5% has been spent at the end of January. We expect there to be significant charges for plowing (CAM charges) this year.

## **Usage Statistics**

We have an increase in:

- Patron Visits
- Materials Loaned
- Library Membership
- Children's Program Attendance

## **Website**

- New website should be live sometime next week. Facebook, links and databases are easily accessible.

- Tom suggested that each of us go out there and play on the new website as soon as we have a chance.
- The content management system was discussed. News page, design page, document page, and FAQ page will also be available.

### **Staff Evaluations**

- Overall they were all positive evaluations with just a few small items.
- One of these items for improvement is the management of cash register. Multiple projects are going on, and staff is very busy, and is willing to learn and is generally happy.

### **Programming**

- Katie Fiermonti has been organizing new programs and they have been successful.
- Children story times are very busy and summer reading is starting to fall into place.

### **Policies**

- This is the time of year to update policies. Behavior policy was discussed. Recent events have led to needing a full behavior policy. Tom is
  - drafting a new behavior policy, and
  - proposing amendments for internet policy for wireless access, and
  - will flush out a policy for accessibility in existing building.

### **Treasurer Report**

- Robin reports that a bank account for capital campaign needs to be open. Also we need to be set up to take credit cards. Also a post office box will need to be set up.
- Recommendation to the board to allow Robin to open a new account for the purpose of capital campaign funds and to move money from existing funds into that have the specific purpose of capital campaign, and to initiate credit card services.
- Previous monies (like Margery Milne gift, UNH money, Rhonda Hogan) that are planned for the building, but are not part of the capital campaign will be separate money and NOT in the capital campaign fund.