

Durham Public Library
Minutes Board of Trustees
September 15, 2011

Present: Doug Bencks, chair; Tom Madden, library director; Robin, Balducci, Art Young, Jenna Roberts, Emily Smith, David Moore, Lisa Pfeiffer, Meredith Davidson. Absent with consent: Ann Windsor, Sibylle Carlson. Town Citizens: Susan Roman and ReneeVanatta

Meeting called to order at 6:45 p.m..

Agenda was discussed with the addition of an item noting the need for a discussion of whether Trustee Young, who is in the process of transitioning out of Durham, may serve as a voting member. The issue was considered under "New Business." Agenda: ACCEPTED, with amendment.

August Minutes: Discussion ensued when it was noted that at the August meeting the board had approved \$5K for expenses associated with the Community Outreach effort. Open question is which budget will fund the upcoming newsletters, Community Outreach or another source. Minutes were accepted with instruction to add the approval of \$5,000 for Outreach expenses, exclusive of the upcoming newsletters.

Treasurer's Report: Roberts moved and Moore seconded to receive \$760.02 in unanticipated funds. APPROVED

Public Hearing: having duly had proper notification, hearing was opened to receive \$46,451.28 in Library Campaign funds. Hearing no objection, Moore moved and Balducci seconded. APPROVED. Hearing was then closed.

Director's report: Budget freeze has been well-managed by curtailing expenses by 4 per cent. (See Director's Report.) After town discussion of several scenarios for funds to be returned to meet town shortfalls and taking into consideration the needs to maintain the collection, it was recommended that by returning up to \$4K, the Library would have done its share. No objection from the town so far. The Library is 2.x per cent of the town operating budget. Some possibility exists to be able to add more to the collection budget later in the fiscal year. Donations of books have been helpful in supporting the collection. Budget for 2012, previously distributed, represents level funding with some

adjustments including increases in health care costs. No staff wage increases for employees is included.

The number of open hours we're open, with a list of similar libraries' open hours, will be distributed. We are below similar towns on number of hours and staff. August and July were the highest ever in visitors and circulation. Relative to the CIP budget, there was no suggested increase. If there were to be an increase in hours there would be an affected increase in the town budget. Question of any impact of new library was considered, and Bencks will consult with Public Works for their opinion. Funds to support the construction will come over the next three years. It will be important that the final year of pledges be encouraged to arrive early if possible.

Campaign Actions: Foundation applications are in process. Discussion of the fund-raising from local businesses was considered. Leadership Committee, Katie Muth of the DBA, and Warren Daniel are beginning plans to approach business for support. Roberts reported on the enthusiasm of recruited volunteers. A discussion ensued as to what efforts will have the best results.

Community Outreach: At Durham Day three trustee tables ensure library presence. Campaign T shirts for staff/trustees will be worn and stickers will be distributed. Trustee table will feature the campaign brochures and pledge cards, stickers, pictures, etc. The bookmark, to be distributed at Durham Day and in the future, was presented and approved. Fifteen to twenty Outreach volunteers have been recruited in the past several weeks. Events are being planned including house parties. An event is planned for Sept 23 at the DiMambro House. ORPP donations are being sought for \$25,000 to match an existing \$25K. Various means of communication were reviewed and considered. A campaign Facebook page is available. Concern was expressed that Facebook and all communications be consistent in text and presentation. Previously agreed-upon content as it appears on the capital campaign web page, would be acceptable. Library Facebook administrator is free to remove any negative or inflammatory posts.

Communications Committee: The third newsletter was presented focusing on the launch of the Community Outreach campaign. Delivery before the upcoming Beatles Tribute event is anticipated. The upcoming newsletter, to be distributed in very early October, was discussed and the question considered of whether to include the pledge card which could divert gifts from ongoing

solicitations for larger gifts.. Sense of the meeting was to proceed with inclusion of the pledge card. Newsletter text and design had been e-mailed to trustees this evening comments are to be returned in 24 hours so as to meet printing schedule. Moore proposed \$4K to fund printing and mailing of newsletter; seconded by Balducci; PASSED.

After working with UNH Polling Center it was decided not to poll opinions toward the library, owing to expense and uncertain value for predicting results. 1200 library supporter have been identified and will be approached in the “get out the vote” campaign before the March bond vote.

Cost of the proposed Library is 1% of the municipal tax rate (including the school district budget) and would decrease over the life of the bond. Operating costs of new library are not anticipated to change and are less than most other towns .

Friends Report Friends will participate in Durham Day. They ask trustees to assist with refreshments for the Beatles Tribute event. Over 200 children have signed up for the patch program. Humanities Book Group will feature Jennifer Lee leading a discussion of Chekhov short stories September 23.

Building Actions:

Dr. DiMambro moves out Dec. 1. It has been suggested that a January-to-June tenant in place would be a good idea.

New Business: Question of replacement of Trustee Young needs discussion in terms of state and town laws. An alternate can be considered to fill out his term. Or another individual would need an election. Outcome will be considered in October.

Adjournment at 10:17 was moved by Balducci; seconded by Davidson. PASSED.

Respectfully submitted

Emily Smith Secretary pro tem