

## Durham Public Library Board of Trustees

### Meeting Minutes 8/19/10

#### DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 19, 2010

**Present:** Doug Bencks, Robin Balducci, Renee Vannata, David Moore, Elise Daniel, Emmy Smith, Lisa Pfeiffer

**Absent:** Sibylle Carlson, Ann Windsor, Jenna Roberts and Tom Madden

**Meeting called to order at 6:37PM.**

**Meeting Agenda:** R Balducci moved, E Smith seconded motion to approve agenda; unanimously carried.

#### **Minutes from July Meeting:**

- E Smith suggested that the secretary use “move” as a verb in the minutes.
- D Moore moved to accept amended minutes. R Balducci seconded. Unanimously carried.

#### **Treasurer’s Report:**

- R Balducci reports that:
  - First payment for feasibility (of 3 payments) of \$5522 was made this month,
  - We have received \$480.70 this month for late fees, lost book reimbursements and copier/fax fees, and
  - CDs are due again in December 2010.
- Trustees discussed the total amount in the endowment fund (approximately \$52,000) and the interest earned is approximately \$500 a year.
- E Daniel moved to accept \$644.70 in unanticipated funds for previous month, D Moore seconded; unanimously carried.

#### **Friend’s Report:**

- E Smith reported that:
  - Humanities book club is reading Lord Jim (September 24th) and House of Mirth (October 29th),
  - Shawn Finnegan has agreed to be the new chair of the book sorting for the book sales,
  - Beth Newkirk has agreed to chair the fall book sale, and
  - The Friends currently have \$15,412 available in their funds of which \$3K is already committed to T Madden for later this year.

### **Director's Report:**

- No one reported

### **Operations Committee Report:**

- D Bencks reported on the discussion of 2011 Budget:
  - T Madden provided the following budgets to town:
    - 3% decrease budget with a 0% increase in wages (column 5),
    - level funding budget but has a 3% increase in wages (column 6) and
    - 3% increase budget with a 5% increase in wages (column 7).
  - Wage increases are for more operational hours as well as an increase in the actual hourly rate (annual salary).
  - In addition, D Bencks reports that we have a budget that has not yet been reviewed with our director that reflects the budget that "we" really want:
    - It has a salary/wage increase of 5% as well as 15 additional operational hours,
    - Culminating in a 7.7% overall increase, and
    - Anticipated funds of \$19,700 for 2011
- D Moore moves to accept the recommendation of 5% increase and 15 additional staff hours proposal as the recommended budget. R Balducci seconded the motion.
  - Further discussion among the trustees was about additional hours open for business (estimating up to 3 additional hours) versus staff labor hours increase. The trustees ensued in more discussion on the intent of building the number of FTEs needed as we approach a new library.
  - D Moore suggests that we accepted the recommendation as stated and not to mention what the 15 additional hours will be used for.
  - Motion unanimously carried.
- D Moore moves that the BOT accepts the proposal titled "2011 Department Head Proposal" for the 3% Under, no increase and 3% over budgets as requested by the town be submitted to the town. R Balducci seconded the motion. Motion unanimously carried.
- D Bencks reported on the wording of the CIP budget submitted to the town:
  - Discussed intent of building FTEs from 1 to 2

### **Trustee Goal Setting Report:**

- D Bencks reported that the strategic planning team has been meeting and making progress.
- We are now calling this effort as strategic planning vs. goal setting.
- There will be a special meeting for the DPL Trustee Strategic Plan review on September 9<sup>th</sup> 6:30pm at the DPL.
- R Vannata discussed the idea of a Communications committee and the reasons for the need for this committee.

### **Development Action:**

- E Smith and D Moore reported:

- The development committee met with Sandi Mitchell to discuss names for the feasibility study
  - Sandi Mitchell is waiting for the visual design (conceptual image of the business) to proceed with naming opportunities
- D Moore and D Bencks discussed timing of design and fundraising actions.
- The trustees discussed the overall fundraising goal:
  - CIP goal is \$650,000 above the \$1 million that has already been approved,
  - This means that we would only have to raise \$450,000 more if there is a \$2.7 million bond approved in the future,
  - The actually fundraising “tentative” goal could be around \$1.2 million excluding the anonymous donor and Margery Milne’s bequest,
  - Therefore the total fundraising goal could be \$1.9 including the monies already raised.
- Next development committee meeting is September 8<sup>th</sup> and they will review the 30 names to be used for the feasibility study.
- E Smith wants to know how will we “recognize” the anonymous donor? Is there a naming piece that the anonymous donor would like? Sandi Mitchell should know who the anonymous donor is to be sure of their relationship for the feasibility study.
- R Vannata would like the development committee to discuss the focus for the 2010-2011 annual appeal for the September trustees meeting.

### **Building Actions:**

- D Bencks reports on due diligence.
  - D Bencks met with Nick Isaak and Bill Schoonmaker. Nick Isaak is working on draft report.
  - There is a cost to turn the house into a library, but no surprises yet. Structural issues are significant in order to bring the residential house up to code.
  - Yesterday, Tom Johnson and the fire department met with the due diligence team to have preliminary discussion about structure and access.
  - The burial ground:
    - D Bencks started to inquire about the verification of bodies with the town cemetery trustees.
    - The town cemetery trustees recommended that he had to talk with Terry Knowles in the state attorney’s office.
    - D Bencks is interested in legally determining if there are remains are in this cemetery.
    - The state archeologist said that if it’s in the deed, then there are bodies likely there.
    - D Bencks then contacted the Independent Archeologist group in Portsmouth to find out the process to determine if there are remains in the cemetery. Their suggestions are:
      - Next spring when there is no vegetation on the ground, look for indications of a burial.
      - Then a surface analysis can be done. There is also a magic wand disturbance analysis that is possible.

- Then contact all living members and descendents. Former owners are the Dimambro family, Peterman family (who built the house), and Davis.
  - When D Bencks questioned the costs, the money was not as significant as the time to perform analysis.
    - The site survey has been completed.
- D Bencks expects that the anonymous donor's stock will be transferred next week. D Bencks will ask if this donor wants to remain anonymous after the property sale.
- RPF for a library consultant was issued last week (to 10 or 12 different entities). This person will help to solidify the building program and the future of our library.
- RFP was issued for Design /Build services last week to approximately 20 architects interested in community and sustainability and was also advertised in Fosters Daily Democrat and listed on 3 additional project databases. The Design/Build services are a team of architects, engineers and contractors. Qualifications are due by August 31<sup>st</sup>.
- The Selection committee was identified by the board last meeting. This committee has met once, and will review all submission of Design/Build Services RFP.

**Other Business:**

- None

**Motion to adjourn** by D Moore, seconded by R Balducci; carried unanimously.

**Meeting adjourned at 8:25 PM.**

NEXT MEETING: September 9th - Special meeting for Strategic Plan 6:30pm DPL

Minutes submitted by R Vannata.