

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MINUTES

Date and Time: August 18, 2011, 6:30 PM, DPL

Present: Robin Balducci, Doug Bencks, Meridith Davidson, Tom Madden, David Moore, 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:** Roberts moved to accept the agenda, Moore seconded, all approved.
3. **Approval of Minutes from July meeting:** Deferred until the next meeting.
4. **Treasurer's report and acceptance of unanticipated funds and campaign funds:** Balducci reported that the unanticipated funds for July totaled \$442.60 and additional revenue (cookie money and reimbursement from the Friends for two computers) totaled \$2,187.55. Roberts moved to accept these funds, Moore seconded, all approved.
5. **Director's Report:** Madden reported on the extremely busy summer the library has had. For the second time in the library's history over 5,000 items were circulated in the month of July, and for the first time over 5,000 visitors came to the library during a one month period. The summer programming was also very successful with 225 children participating in the summer reading program up from 180 participants last year. The family nights were also extremely successful with large crowds demonstrating how inadequate our current space is.
6. **Operations Committee:** Madden reported that the town has asked all departments to freeze spending until more is known about the state's cuts to the Durham town budget. The town will be closely reviewing the budgets throughout the year and informing us as they know more. Madden, Bencks and Balducci are preparing next year's budget. Madden was asked by the town to prepare a level-funded budget and he noted that with health insurance costs rising and heating fuel increases there will be some negative affects with the budget. Madden also recently found out that all non-union town employees will not be getting raises this year. The board discussed using this year's annual appeal for the collection instead for endowment or technology for the new building to help with any shortfalls to the budget. Finally, Madden reported that Bencks is submitting the Capital Improvement Proposal (CIP) to the town next week. Bencks added that the CIP is still at \$4.8 million, with \$2.1 in funding from private donations and \$2.7 coming from the bond issue.
7. **Campaign actions:** Windsor reported that the money keeps coming in and the projections have the campaign over the \$500,000 mark. Windsor asked Young and Roberts to report on the Community Outreach Committee's work. Young reported that the committee is trying to gather a small army of volunteers; 7 have been

trained to date. Young and Roberts are now also part of the Executive Committee, with Young reporting on volunteers and progress to Sandi Mitchell, so that an integrated list of donors and prospects will be put together as we widen our range to the larger public. Windsor also added that she and Pfeiffer are sending out an update to all donors about the community phase of the project and that Bencks will be contacting *Fosters* to get an interview. Roberts reported that a kick-off is being planned for sometime in October with events at the DiMambro house and fundraising events around town. Bencks added that business community strategy is underway and that a campaign progress sign (thermometer) is being developed to a few areas around town. Other events include Durham Day on September 17 and a benefit concert at the Mill Plaza on October 9.

- 8. Communications committee:** Moore reported that a major portion of the committee's work has been taken over by the community outreach group. Roberts commented that a fall newsletter and the get out the vote campaign will be coming up shortly. Moore said a meeting will be scheduled for early September. Roberts also proposed to the board to hire Katie Fierimonti for additional work with the community outreach campaign and promotional materials.
- 9. Friends report:** Smith reported on the Friends news. There are two New Hampshire Humanities Council Book Discussions scheduled in September and October with Jennifer Leigh. The first one is Anton Chekhov Short Stories on Friday, September 23 at 10 am. The semi-annual book sale is scheduled for November 3, 4 and 5 and volunteers are needed for this event. Smith also reported that the museum passes that the Friends fund annually are getting a lot of use. Finally, Smith reminded the group that the Friends meeting it held the first Wednesday of the month at 1:30 at the Durham Public Library.
- 10. Building actions:** Bencks reported that the sign has been placed in front of the new site for the library, so everyone will know where the future home of the library will be. Bencks also reported that the design/build team is anxious to start preliminary site work but that it was unrealistic to find the time to focus on this effort while the fundraising is in high gear now soon to be followed by the get out the vote initiative.
- 11. Other Business:** Young announced that he has sold his home in Durham and has temporarily relocated to Dover and will eventually be a permanent resident there. Young will continue to work on the community outreach committee through the end of 2011. Roberts offered to see what the next steps are for filling his seat on the board.
- 12. Adjournment:** Moore moved, Roberts seconded, all approved. Meeting adjourned at 9:45.

Respectfully submitted,

Meridith Davidson

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