

## **Durham Public Library Board of Trustees**

### **Meeting Minutes 7/15/10**

#### **DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**

**July 15, 2010**

**Present:** Doug Bencks, Robin Balducci, Sibylle Carlson, Emmy Smith, Ann Windsor, Tom Madden, David Moore, Jenna Roberts, Renee Vannata, Elise Daniel.

**Absent:** Lisa Pfeiffer

**Meeting called to order at 6:34PM.**

**Meeting Agenda:** D Moore moved, S Carlson seconded motion to approve agenda; unanimously carried.

#### **Minutes from June 17 Meeting:**

- T Madden requests that the minutes are corrected to reflect that this is the second year to show anticipated funds. J Roberts moved to accept amended minutes, S. Carlson seconded, motion to accept minutes for June 17 meeting; unanimously carried.
- J Roberts motions that the trustees meeting from now on will start at 6:30. R Balducci seconded. Unanimously carried.

#### **Treasurer's Report:**

- R Balducci reports that :
  - \$3032.46 has been deposited into endowment fund this month.
  - CD was up for renewal in April and we purchased the CD for \$200,000, taking out \$80,000.
  - First payment for Sandi Mitchell was signed and is ready to be mailed to her tomorrow.
  - R Balducci reports that she worked with Gail Ablonski, the Town of Durham's Business Manager, to have capital expenses to be paid from town funds. Sandi Mitchell will continue to be paid from trustee money not from the town funds.
- D Moore moved, J. Roberts seconded, motion to accept \$760.12 in unanticipated funds for previous month; unanimously carried.

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

- T Madden reports that:
  - the new fax machine is up and running,

- the new desk at the circulation desk is smaller but gives more room for staff to move,
- the bin for Got Books has arrived and needs to be assembled,
- the summer reading programs have been very well attended, and
- the young adult section has been expanded and well utilized.
- A Windsor questioned the statistics on the librarian report for the month of June. The trustees discussed the misleading nature of the statistics due to the nature of programming.

### **Operations Committee:**

- Discussion of Durham Public Library Goals for 2011
  - Do town employees have the benefit of free tuition to UNH? The trustees discussed potentially adding credentials to Goal # 2.
  - A Windsor suggests to ensure that staff are kept apprised of the library goals. T Madden reports that the budget information and librarian reports are also sent to the staff monthly.
  - DPL Goals for 2011 approved unanimously.
- Discussion of 2011 Budget
  - Need to provide the following budgets to town:
    - 3% decrease budget,
    - level funding budget and
    - 3% increase.
  - T Madden also provided:
    - 3 additional hours of operation with a 3% increase of wages,
    - 5% wage increase with no additional hours of operational, and
    - 5% increase of wage for staff and additional 15 staff hours increase (which could be 6 staff hours for an additional 3 operational hours).
  - The trustees discussed the breakdown of each. The trustees agreed the last budget as our “real” budget that we would like. Consistency and realistic numbers were discussed at length.

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

- J Roberts reported that the strategic plan should be wrapped up shortly. The committee will meet tomorrow and will wrap it up and start to talk about implementation. D Bencks reiterates that this will be a useful roadmap for the trustees.
- S Carlson, A Windsor and T Madden will not be at the August meeting.
- R Vannata suggests that we have a special meeting to discuss the strategic plan. D Moore suggests that we manage this meeting to ensure that it does not become an editing (wordsmithing meeting). No more than 2 hours should be sufficient.
- D Bencks calls a special meeting for the DPL Trustee Strategic Plan meeting September 9<sup>th</sup> 6:30pm at the DPL. August 19<sup>th</sup> and September 16<sup>th</sup> are the next regularly schedule trustee meetings.

### **Friend’s Report:**

- E Smith reported:
  - Many friends spoke and were in the audience at the public hearing last Monday night. She reports of the interest, commitment and joy of what has been accomplished.
  - Pat Young has resigned as the key book sale person. The book sale is the main source of income for the friends. The next book sale will be in the fall.
  - Luci Gardner is seeking the NH Humanities grant for Lord Jim and House of Mirth.
  - The friends have been a breeding ground and a repository for trustees.
- D Bencks would like E Smith to tell the friends that we value and appreciate everything that the friends do for the library!

### **Development Action:**

- A Windsor reports that:
  - the total raised in the annual appeal is \$24,362.
  - L Pfeiffer has joined the development committee to help work with the database and assisted with making a poster of all donors.
  - Next meeting on July 21st Wednesday 8:00am at the DPL. Sandi Mitchell will be present.
- D Bencks would like the development committee to discuss the focus for the 2010-2011 annual appeal. The trustees brainstormed a multitude of ideas such as specific collection attributes, programming, outreach/service, and technology enhancements.

### **Building Actions:**

- D Bencks reports on due diligence.
  - Nick Isaak has been hired to do the due diligence (structure evaluation, wetlands evaluation, code evaluation, hazardous materials, zoning, potential buildable area on site).
  - Mceneaney has been hired for surveying.
  - D Bencks has enlisted Bill Schoonmaker to ensure that all diligence process is completed.
  - Contracts under \$15,000 do not need to go through a public process.
  - This team agreed that contracts are signed by Todd Selig.
  - By mid august due diligence should be complete for a September 1<sup>st</sup> closing.
- J Roberts motions that we authorize the chair to select the people to do the due diligence. S Carlson seconds. Unanimously approved.
- D Bencks reports on other building related items:
  - Dr. Dimambro has returned from vacation.
  - Public Hearing was successful.
  - \$100,000 donation from anonymous donor needs to be collected.
  - The town will pay the upfront cost. There is a plan on how we will reimburse the town after the closing.
- 2 committees are needed very soon: a building committee and a selection committee.

- The selection committee will select architects and engineers needs to be JRoberts, Susan Roman, a town councilor , D Bencks, T Madden, and E Smith.
- D Moore suggest in making an advisory group and Todd Selig, Mike Lynch, Town councilors and other key stakeholders needs to be part of this group.
  - The trustees do not need to discuss the building committee composition at this meeting.
- D Bencks talked about the need to share information about the new library, comparators, time lines, results of due diligence, selection for the design team, proof of size requirements, etc.
  - Vehicles of dispersing this information were discussed.
  - Historical and current information needs to be made public.
  - Tom Madden will be upgrading to a Piper mountain website sometime in the fall and decided to not use Wordpress. Eventkeeper has expired and google calendar is now being used.
  - Sandi Mitchell will have information from the case statement (crafting the message) that can be disseminated in different ways.

**Other Business:**

- Email issue discussed. Trustees need to be more careful when hitting “Reply All”. Our discussion about preparing for the town council meeting was inadvertently inappropriate. We will attach the recent emails to these minutes. You cannot have a discussion over email since it constitutes a public meeting.
- Elizabeth Borgo has been ill.
- E Smith would like to commend our chair to getting us this far. E Smith also commends S Carlson for cranking us up again.

**Motion to adjourn** by D Bencks, seconded by S Carlson; carried unanimously.

**Meeting adjourned at 8:46 PM.**

NEXT MEETING: August 19, 2010 at 6:30 PM.

Minutes submitted by R Vannata.