

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

DRAFT

October 21, 2010

Present: Doug Bencks, Renee Vannata, Elise Daniel, Ann Windsor, Jenna Roberts, Lisa Pfeiffer, Tom Madden

Absent: Robin Balducci, David Moore, Emmy Smith, Sibylle Carlson

Meeting called to order at 6:39PM. 4 trustees and 2 alternates are in attendance.

Meeting Agenda: R Vannata moved to approve agenda, E Daniel seconded motion to approve agenda; unanimously carried.

A Windsor asked each trustee to mark the donor list of 40 persons that they will address individual letters for the annual appeal. Letters should be mailed after November 2nd (Election Day).

Minutes from September Meeting:

- D Bencks presented edits for clarity and correctness on CIP discussion.
- A Windsor would like to clarify wording under feasibility study/development action. The final features of the new library are dependent on the money raised.
- A Windsor moved to accept amended minutes. E Daniel seconded. Unanimously carried.

Treasurer's Report:

- R Vannata moved to accept \$472.78 in unanticipated funds for previous month, E Daniel seconded; unanimously carried.
- D Bencks believes that the trustees have not formally approved the \$100,000 that the anonymous donor has given to the library for the purchase of 49 Madbury Road.
- We need to have a public hearing to accept this \$100,000 donation. R Vannata recommends that have a public hearing at the November Trustee's meeting.
- D Bencks suggests that R Balducci research methods and requirements for announcement of public hearing.
- Does this need to be announced in the paper or would Friday updates suffice? R Balducci should schedule a public hearing for our next trustee's meeting.

Librarian's Report:

- T Madden reported on problems with computers which have led to the need for a technical services librarian. Luke Vincent has been helping whenever possible. Vic Strawbridge has been hired to help with implementation of new computers. Trustees discussed the need for a technically proficient volunteer.
- T Madden reports that a Communication Coordinator has been interviewed. The Communications Coordinator will be hired for 4 to 8 hours a week and will conduct library programming research and promotion as well as serve as the trustees media liaison.
- The library will be hiring Katie Fiermonti. She'll be partially paid from the operating budget and partially from trustee's funds. Content issues were discussed.
- T Madden reports that the DPL budget is being presented to the town council on November 1st. At this time we don't know which one of our budgets will be presented. We will likely be notified by the end of the current business week.

- The 2011 budget has new budget lines to be easier to follow. Due to software, the 2010 current expenditures have been affected.
- D Bencks would like to have capital budget reported on monthly (if possible) at future trustee meetings.
- The DPL will be closed on Thanksgiving (Thursday) and the following day (Friday). T Madden requests that the DPL close (early) at 5:00pm on Wednesday before Thanksgiving. The DPL will remain open on Saturday. J Roberts makes a motion to close the library early on Wednesday before Thanksgiving at 5:00. E Daniel seconded. Unanimously approved.
- Light Up Durham has been scaled back. Community programming around the holidays were discussed.

Operations Committee Actions:

- Nothing to report.

Friend's Report:

- A Windsor reported that:
 - Next book sale November 4,5 and 6th.
 - Greek pancake breakfast fundraiser on October 30th 9am – 11:30am. The money raised is going to the Friends of the Durham Public Library.

Communication Committee Actions:

- J Roberts reported that the committee has met 3 times. They recommended that the director hire a Communications Coordinator.
- The Communications Committee is developing a timeline and goals for the next 2 years.
- This committee would like to capitalize on talent in our community.
- Trustees discussed information about the site and building available at community events (e.g. Pancake breakfast). Election Day may be a great day to promote the DPL.
- L Pfeiffer has nametag lanyards for the trustees.

Development Actions:

- A Windsor reported on the Annual Fund
 - Susan Roman and Sandi Mitchell crafted a letter for the annual appeal for the general mailing.
 - This letter goes out to the tax list and not to the people in our donor database.
 - The individual letters (for the people on our donor database) with areas for a salutation and signing.
 - Handwritten address is “valuable” and is preferred over a label.
 - Literary stamps have been ordered.
 - We will also enclose a bookmark.
 - Lisa has been cleaning up data on the donor database and has concluded training and has also reviewed the town tax roll listing.
 - Katie Muth has been contacted to set foundation for better communication with community businesses.
 - Annual Fund materials are available to be picked up (by trustees) on Sunday October 31st at A Windsor's home.
- A Windsor reported on the Feasibility Study

- E Smith, Susan Roman and A Windsor are meeting with Sandi Mitchell for training.
- Packets will be made for the 30 people to be contacted for the feasibility study.
- D Bencks will sign the initial cover letter to ask these 30 people to participate in our feasibility study. The packet will include the case statement, the gift table and a personalized letter.
- Sandi Mitchell would like to conduct the feasibility study interviews in the library during operating hours.

Building Actions:

- Architect selection:
 - Selection Committee met and interviewed 4 design/build teams.
 - 2 teams were selected for further investigation of libraries that have been designed and build in New Hampshire. Also references will be checked and the selection team hopes to make a decision at next Tuesday's meeting.
- Library consultant:
 - Nolan Lushington has crafted an initial table of spaces that will be reviewed with Tom Madden and D Bencks.
 - The building committee would like to have the design/build team meet with Nolan Lushington early in this process.
 - Design/Build teams estimate that they will have renderings in January (or February) that will be ready for fundraising.
 - D Bencks would like to have A Windsor clarify if "silent phase" implies that we should not talk about the fundraising publically or is it that we are not actually asking for donations yet?
- Building and Citizens review committee:
 - Currently, there are 5 people on the building committee and have space for possibly 2 more persons.
 - The trustees discussed the volunteers for the citizens library building review committee.

Other Business:

- None

Motion to adjourn by A Windsor, seconded by J Roberts unanimously.

Meeting adjourned at 9:05 PM.

NEXT MEETING: November 18th 6:30pm

Minutes submitted by R Vannata.