

# **DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

## **OPERATIONS COMMITTEE MINUTES**

### **Durham Public Library**

#### **Board of Trustee's Operation Committee Meeting**

Meeting Minutes for **April 07, 2010**

Attendees: Thomas Madden, Elise Daniel, R Balducci, Doug Bencks, and Lisa Pfeiffer

Absent: Jenna Roberts

Call to order 7:04.

#### **Accounting and finance**

- R Balducci reports that Quickbooks Online is up and running. This version can convert back and forth to the desktop. It costs \$27.95/month and allows 4 access codes.
- R Balducci discussed the process to write checks for programs in which the money does not come from Operating fund. We do not have a policy to oversee expenses for programs in general. We need a system in place to have the trustees approve of grant funded programs and a mechanism to pay for these programs.
- The operations committee decided that T Madden will bring grant-funded recommended programs to the (full) board for approval and the treasurer will pay the required amount.

#### **Budget**

T Madden reports that the budget is on target. We should have spent 23.48% at this point in the year and we have spent 25%. Some higher expenditure lines were explained:

- The substitute librarian (Wendy Harris) has been covering vacations and working on long term project for programs.
- Heating fuel season has concluded.
- NH Library Association conference is coming in May.
- Our budget is approximately \$250,000 a year and the rest are anticipated funds (with a total of \$270,000).
- This year we have built in "anticipated funds" for this money so it is tracked as any other expenditure line (this was not the case in previous years). Copier and fees are anticipated income, but donations are not anticipated income. The copier and fees can be spent on anything operational.

- The town's operational budget is separate from the CIP budget.

### **Technology**

- We received \$2600 from the Gates Foundation. The ultimate goal of this grant is to increase technology budget, which we have done. The money received from the Gates grant has been \$5400 and two computers and the peripherals have been purchased.
- The library is ready to make a technology plan.
- Backup unit on router needed to be replaced and a switch panel needs to be upgraded.

### **Facilities Enhancements**

- T Madden has been looking into the replacement of furniture in the front of the library. Tucker Library furnishings quoted \$17,000 and then tried again at \$13,500. Which is beyond our budget.
- T Madden is likely going to purchase 3 end panels from Tucker Library furnishings.
- T Madden plans to paint the bathroom.
- Coffeemaker will likely be put where the newest catalog computer is, and the catalog computer will be moved toward the back.
- D Bencks will follow up with state contracts.

### **Employees and staffing**

- T Madden would like to hire a Library page (or work study) to have a consistent person to do shelving. Approximately 8 – 12 hours a week. Discussed the federal work study program at UNH.
- For the 2011 budget, we will continue to need more staff hours and potentially add a person to the staff. Discussion about additional operating hours in the 2011 budget on Thursday nights, Saturdays and Sundays.
- Briefly discussed the pros and cons of professional staff versus supplemental staff.
- Discussed hiring a professional service to grade our employees as compared to other communities. T Madden will be looking at other comparators to assure that our librarians and assistant librarians are in comparable salary/wage ranges.
- The Town of Durham has changed their employment policy (as of January 1<sup>st</sup> 2009) so that we no longer need to extend insurance to employees over 20 hours a week (which in the past we did). The Children's librarian and the Assistant Director has been offered medical and dental insurance, but neither is interested in it. Do we continue with our policy or do we change it to match the town's policy? Do we want to follow most of the town's personnel's policy? T Madden will discuss with the children's librarian to see how she will be affected by this change.

## Miscellaneous

- E Daniel feels that we should institutionalize discussion about compensation of the director that we may have a closed session without the director present.
- Durham farmer's market will be moving to the Mill Plaza. The organizer has asked the DPL to be opened during the hours that the Durham Farmer's market. The trustees talked about the pros and cons of being open on Mondays for the summer. The major issues discussed are: man power, utilization, and logistics.
- Bobcat Bolt May 8<sup>th</sup>

Meeting closed at 9:17pm.

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