

# **DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

## **OPERATIONS COMMITTEE MINUTES**

### **Durham Public Library**

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

Meeting Minutes for **August 11, 2010**

Attendees: Elise Daniel, Jenna Roberts, Doug Bencks, Robin Balducci and Renee Vannata

Absent: Thomas Madden

Call to order 6:35.

#### **2011-2020 Capital Improvement Project**

Review of the CIP Project for the new Durham Public Library rationale. Committee discussed our current landlord and our plan to stay in the Mill Plaza until the new library is built. Other key points were discussed:

- building and land ownership versus our current landlord situation,
- opportune timing of building plan
- and engaging in a major capital campaign.

Review of the CIP Project Operational Budget impact. Committee discussed :

- staff enhancement needed in the new facility (additional 2 FTE needed to cover our staffing for current space and future space),
- spending money today for future staffing in building that is not yet built (we are asking for 15 additional FTE in the FY11 budget and approximately that similar amount will be requested in the FY12 budget),
- and the partial offset of costs with the elimination of rent and increased energy efficient,
- Revenue generation opportunities in the new library and its effect on operational budget.

We have prior authorization to spend \$1M of our money on capital costs (not fundraising costs) this fiscal/calendar year (FY10). If we have to spend our \$1M, we are giving the town officials the concept of how we intend to spend our money.

D Bencks will ask Todd Selig's advice on the FTE number in the CIP plan and the possibility of incremental staffing in the FY11 budget.

## **2011 Budget – Annual Expenditures 2010 to 2011**

- Committee was presented one large spreadsheet with a FY11 budget with no increase, a 3% increase in budget, and a reduction of 3% in our budget. Spreadsheet is titled 2011 Department Head Proposal Town of Durham from 8/4/10.
- Committee also review the Annual Expenditures of 2010 – 2011 as compared to the proposed 2011 Budget WITH the 15 additional staff hours. Issues were found in calculations on this spreadsheet and D Bencks will discuss with T Madden. D Bencks will email this spreadsheet to J Roberts.
- Committee discussed increase in wages as well as increase in staffing hours.
- Budgets have been submitted but we are allowed to make changes since T Madden is on vacation. We need to have T Madden resolve the issue with staffing calculation on the “Wish List” spreadsheet that documents both the 3% increase in budget and 15 additional staff hours.

## **Anticipated Funds**

- Committee reviewed spreadsheet titled Budget 2011 Anticipated Funds dated June 17, 2010.
- Committee discussed anticipated funds and the differentiation from Friends donations and money from Trustee’s funds.

Committee discussed being open later on Thursdays and Saturdays and likes/dislikes about being open on Sundays.

The trustees need to vote on the proposed FY11 operating budget at the next trustee meeting on August 19<sup>th</sup>.

Next meeting is Wednesday September 8<sup>th</sup> 7pm at the Durham Parks and Rec. T Madden will need to book this room at this time. At this meeting we will be discussing the evaluation of our director.

Meeting closed at 8:30pm.

Minutes submitted by R Vannata.