

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

OPERATIONS COMMITTEE MINUTES

Durham Public Library

Board of Trustee's Operation Committee Meeting

Draft Meeting Minutes for **July 7, 2010**

Attendees: Thomas Madden, Elise Daniel, Jenna Roberts, Doug Bencks, and Renee Vannata

Absent: Robin Balducci

Call to order 6:35.

Housekeeping

- T Madden reports that the budget is on target. We should have spent 50% at this point in the year and we have spent 52%.
- Committee discussed the line items that were over 50% on current year expenditures such as Health & Dental, Rent and CAM charges.
- Friends will be funding materials up to \$3000. Tom purchased a desk for the circulation desk. Nancy order a plastic bin for Got Books books. Tom purchased a fax machine. Tom will be getting another computer and scanner to help with long lines.
- Committee discussed increase of circulation statistics nationally.
- Bobbi Slossar, Electronic Resources Coordinator for the NH State Library, trained Tom Madden, Alix Campbell and Nancy Miner on audiobooks and ebooks on June 14th.

2011 Goals

Goal 1 – Hours

- The committee discussed rewording goal to meet operational efficiencies.
- J Roberts suggested adding to goal to retain library page position, utilizing grants and volunteers.

Goal 2 - Wages

- R Vannata suggested adding credentials/degree to the description of future recruited employees.

Goal 3 – Community

- N/A

Goal 4 - Technology

- Discussed rewording to make goal measurable.

Goal 5 – Programming

- Suggestion on rewording to specifically target adult programming, but to retain monthly groups (book groups, support groups, etc).

Goal 6 - Policies and procedures

- N/A

2011 Budget – Annual Expenditures 2010 to 2011

- T Madden presented the committee 3 spreadsheets: 3% decrease annual expenditures 2010-2011, level funded annual expenditures 2010-2011, and 3% increase annual expenditures 2010-2011. Anticipated funds were stripped. The column named 2010 w/o anticipated is the town funding.
- J Roberts suggests to redo the numbers to reflect accurate staffing hours to reflect the #1 goal of “increase staff hours” on the 3% increase so can compared with the request for a 7% increase.
- The actual budget that Tom was going to ask for was approximately a 7% increase to adequately fit staff hours, increased wages and increase operational hours.
- The main line item that is cut is for collection enhancement.
- Discussed strategy of what is presented to the Town Manager, compared to the 3 spreadsheets that were requested. August 6th is CIP review. These will be presented on August 20th.
- Discussed operational possibilities for the 2010-2011 annual appeal. Discussed annual appeal for increased operation hours, technology enhancements or collection enhancements.
- At the trustee meeting next week, suggestion was made to present goals before the budget is presented. Suggestion to have operations committee recommend goals and to have a trustees vote to adopt. Then, we will review budget with all of the trustees.
- Committee reviewed the 2010-2019 CIP Plan. Discussed anticipated project costs in FY11, FY12 and beyond. The narrative does not match the financial plan and Doug Bencks has agreed to update the CIP to reflect proposal for FY11 – FY13.

Meeting closed at 8:30pm.