

# DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## OPERATIONS COMMITTEE MINUTES

### Durham Public Library

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

Draft Meeting Minutes for **March 10, 2010**

Attendees: Thomas Madden, Elise Daniel, AnnMarie Harris and Doug Bencks

Public: Jenna Roberts

Absent: Robin Balducci

Call to order 5:10.

T Madden reports that the budget is on target. We should have spent 16.66% at this point in the year and we have spent 14.505%. Some higher expenditure lines were explained:

- The substitute librarian (Wendy Harris) has been covering vacations.
- Nancy and Tom attended conference.
- This is the season to pay for subscriptions.
- In the collection development line, we have about \$10K to spend from annual appeal from a couple of years ago. 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 spend on anything operational.

Update on the Power outage from the devastating windstorm on 2/25/10. The DPL did not open on Friday, but stayed open later on Saturday and opened on Sunday and Monday. Schools were closed on Monday. Power was restored on Friday afternoon. Internet and phone was restored by Saturday. Communication to staff and patrons could be better. Facebook seemed to be an effective tool to advertise extended hours to patrons with limited power and communication. This method was most effective for patrons with smart phones. Also the Town email blasts did not coincide with our email blasts.

Our cleaning company, Helping Hands, will start to come every week instead of every other week. \$70 will now become \$140 a month. It is the same service that the town office building uses.

T Madden is looking into purchasing a book bin (behind building) for Got Books. Greg Moore, a librarian's husband, makes such bins. Got Books charges \$70 rental fee for a bin from.

T Madden is working with Brian Turnbull to redesign our website. Hope to revamp entire site and cut down text and increase graphics. Discussed applications that will be used. Integration with Friends of Durham Public was recommended as well as video capabilities.

The DPL email list is now 1500 addresses and is larger the Town's email address list.

"The Facility enhancement project" is progressing. They bought a new compact refrigerator for the staff. They are also considering reconfiguring the staff desks to be more functional. T Madden has a meeting scheduled to discuss replacing furniture in the reading area and end caps. Other considerations are for furniture for patrons using laptops and painting the bathroom walls and additional lighting.

Diane Thompson, of the DCAT committee, has contacted T Madden because they have an extra older camera that is available for the library. Training is available. Also, T Madden talked to Diane Thompson about 10 year contract negotiations with Comcast and that our needs will change over the next 10 years with a new building.

T Madden discussed his ideas for a local history project. Trustees were very excited about this prospect and we discussed numerous ideas.

We have shifted from Baker and Taylor to Ingram as our primary distributor. Some changes noted in logistics and processes.

Other programs discussed:

- Successful Patch program through the DPL Friends
- Continuation of the Poet Lauret program with the High School. Next program in April.

Doug Bencks discussed operation activities and the annual cycles (eg, goals, budget, reviews, etc). At the last trustee's meeting, the trustees expressed to know about the status of other activities as well as the month to month operations. We discussed short term and long term goals and process to provide input into these goals (e.g. Marketing). Suggestion to make April consistently the month that we look forward to what we want to do for the next 12 to 24 months (or longer). Each committee should bring these forward to the Trustees as a whole. Operational goals have thus far been focused on Programming, Collection development, staffing, etc ... Doug Bencks will put on the agenda to discuss at the next DPL Trustee meeting.

Also discussed:

- Red Books
- Online Quickbooks
- Agenda for next Trustees meeting
- New building status. Things are moving forward with property at 48 Madbury Road and the town administrator. An appraisal will be done (not Stanhope) and property owner and town

manager have agreed to work toward to having an understanding before the property owner leaves on vacation in May. Appraisal should be done this month.

- Shall we change the monthly meeting schedule Operations Committee? Needs to be discussed after the next Trustees meeting.

Meeting closed at 7pm.

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