

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES

OPERATIONS COMMITTEE MINUTES

Durham Public Library

Board of Trustee's Operation Committee Meeting

Draft Meeting Minutes for **May 12, 2010**

Attendees: Thomas Madden, Elise Daniel, R Balducci, Jenna Roberts, Doug Bencks

Absent: Lisa Pfeiffer

Call to order 7:04.

Budget

T Madden reports that the budget is on target. We should have spent 34.14% at this point in the year and we have spent 33%. Some higher expenditure lines were explained:

- The substitute librarian (Wendy Harris) has been covering vacations and working on long term project for programs. She now has full time employment and will no longer be available for this work at the library.
- Heating fuel season has concluded.
- NH Library Association conference is coming in May.
- Our budget is approximately \$248,000 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.

Accounting and finance

- R Balducci reports that Quickbooks Online is up and running. She is confident in her abilities to understand her duties.
- The Building fund CD matures on May 19th. The committee discussed cashing out this CD or potentially rolling it into a new CD. The CD's current worth is \$280997.19 current with a .08% interest rate. The other 2 CDs mature in September.
- There is a \$100 transaction fee to purchase a new CD.
- The committee decided to roll \$200,000 back into a 6 month CD. The remaining monies (approximately \$80K) will not change its original designation (Restricted Building Fund).

- Discussed risk assessment and the notion of splitting our monies across different financial institutions. R Balducci will investigate municipal (government) banking options.

2011 Budget

- The committee discussed comparator towns and their librarian salary comparisons.
- Our 2011 budget will incorporate raising our staff's salaries to be closer the minimum salaries in comparator towns.
- In addition, T Madden would like to be open more hours and increase numbers of staff hours needed.
- The committee will review the initial 2011 Budget during the June operations committee meeting.
- J Roberts has offered to assist T Madden with long range planning.
- T Madden discussed the need for budget lines and budget line reorder (e.g. Audiobooks are in with books and technology is called office equipment).

Technology Plan

- T Madden has started a technology plan using a template from the Gates Foundation. It also allows him to budget for technology.
- This plan will address the replacement schedule for the existing computer. Upgrade to Windows 7 and two new public workstations need to be added (just received).
- Future purchases will be wireless and portable.
- Tech soup is our vendor of choice for software purchases.
- The committee discussed that the new library needs to include Mac computers as well as Windows computers.

Website Upgrades

- T Madden proposes to use a template created by a Content Management System (CMS) through Piper Mountain Webs.
- \$600 for initial setup and \$550 annually for hosting.
- Our current calendar (Event Keeper) costs \$275 annual fee. T Madden has implemented a short term fix until we can get the new website calendar upgraded.
- An in-house web team has been created but customers have not been involved at this beginning stage.

Video Camera

- Sony HandyCam Video Camera donated by Dianne Thompson on DCAT committee) to the DPL. She would like for us to use this camera for use in DCAT, YouTube, our website, Facebook, etc.

Facilities Enhancements

- Renee will request further information from Staples Business Advantage for other seating choices.

Credit Card

- Increased limit from \$1500 to \$5000. Credit Card purchases go through the town auditing process.
- T Madden keeps receipts and matches to the credit card purchases and gives to Lisa in the Town business office. Each charge is stamped, dated and initialed by T Madden.

Substitute Librarian

- Hanna Bartos will start training to be a substitute librarian. Megan Turnbull will start training in the fall. Other recommendations were made.
- The committee discussed volunteers and background checks. In 2012 law changes will force all volunteers to have background checks.

Miscellaneous

- 3100 members now increased to 5005 patrons!
- T Madden hired a work-study student library page for 12 hours a week for the summer. Her name is Kelly Lavalee.
- Oyster River Festival is Saturday. The DPL will have a table for crafts for kids, hoola hoops and read stories and have a raffle and a display of local authors. They plan to have a manned table from 10:00 – 1:00.
- Jenna Roberts suggests that the DPL have a suggestion box.
- The committee discussed feedback about the friendliness of the staff (when you first walk in the door). There is no identification of staff. T Madden will address at the next staff meeting.
- The chair of town council approached J Roberts about the Durham farmer's market moving to the Mill Plaza. She has asked the DPL to be opened during the hours that the Durham Farmer's market is in operation (Mondays 2:15 – 5:15pm Memorial Day through Columbus Day). The major issues discussed are: man power, utilization, and logistics. T Madden will discuss the organizers of the Farmer's market.

Meeting closed at 9:15pm.
