

## DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

*Final*

September 16, 2010

**Present:** Doug Bencks, Robin Balducci, Renee Vannata, David Moore, Elise Daniel, Emmy Smith, Ann Windsor, Jenna Roberts, Sibylle Carlson, Lisa Pfeiffer

**Absent:** Tom Madden

**Meeting called to order at 6:34PM.**

**Meeting Agenda:** J Roberts moved with an amendment to add a Strategic Planning item, R Balducci seconded motion to approve agenda; unanimously carried.

### **Minutes from August Meeting:**

- J Roberts moved to accept amended minutes. E Daniel seconded. Unanimously carried.

### **Treasurer's Report:**

- D Moore moved to accept \$589.18 in unanticipated funds for previous month, E Daniel seconded; unanimously carried.
- Trustees participated in a discussion about placement of money while annual fund is not active and money is not specifically meant for the new library. Trustees discussed unanticipated and unlabeled donated money (regardless of the amount) and it's placement in the unrestricted operating fund.
- E Daniel moved that undesignated donations be placed in the unrestricted operating fund. S Carlson seconded.
- A Windsor feels that each one of these donations should be contacted and request if they have a preference for the use of their donation.
- Unrestricted operating fund can be spent on the building if we need it in the future.
- R Balducci, R Vannata, D Moore, E Daniel, J Roberts, S Carlson voted in favor of the motion. D Bencks opposes. Motion passed.
- S Carlson asked for clarification the amount given to the town for the CIP. Is this money the trustees are raising or is this money that the town is committed to supplement?
- D Bencks clarifies:
  - The Capital Improvement Plan (CIP) for the town contains budgets for all capital projects.
  - The town council is required to approve the overall capital plan.
  - Every year the DPL trustees have been requested certain budgets and actions in the CIP.
  - Previous CIPs have already approved \$1M to be spent (our \$1M).
  - Even if the town council does not approve our CIP this year, we can still spend \$1M of our money on the capital project that was previously approved.
  - This year (2010) we plan to spend \$600,000 on the purchase of the property and an addition \$150,000 for design.

- The total for the entire project is currently budgeted at \$4,350,000.00.
- When Operations Committee reviewed the CIP, we wanted to be conservative in our estimate of fundraising goal. Therefore, we can prepare the town council for the maximum for an estimated bond amount.
- We estimated that at least another \$650,000 of library money will need to be spent on the building. Total \$1,650,000 of library money. The remaining \$2.7M would need to be a bond issue.
- We currently have \$950,000 in our funds. \$250,000 from the anonymous donor is in addition to these funds. We need to conservatively raise a minimum of another \$450,000 in order to reach our estimates on the CIP for library funds to be used for the project.
- D Bencks will distribute the estimated project budget (cost of construction, property acquisition, cost of fundraising) and a copy of the 2011- 2012 CIP, operating budgets to all of the trustees.

#### **Strategic Planning Reports:**

- J Roberts proposes that each DPL trustee committee look strategic planning document and review and modify goals and evaluation mechanism.
- Using the strategic planning document each committee will use it to create their annual goals.
- Committee chair will present accomplishments to the trustees every March.
- In the April meeting, the committees will present a plan with priorities, action items and a timeline for what they plan to accomplish by the following March meeting.
- J Roberts suggests that each committee come back with final edits so that we can finalize this strategic plan document.
- Each committee needs to report back by November 1<sup>st</sup>.

#### **Communication committee:**

- D Moore proposes the first meeting of Comm comm will be 8:00am Wednesday September 22<sup>nd</sup>.

#### **Friend's Report:**

- E Smith reported that:
  - Sale of cookies raises approximately \$650 a year.
  - Light up Durham ownership will be changing.
  - Fax machines were purchased by the friends as well as two new computers.
  - At the upcoming Durham Day there will be a display of the donations by the Friends to the DPL.
  - The patch program is looking for alternative streams of funding
  - Next Book sale November 4,5 and 6<sup>th</sup>.
  - Humanities book club is reading Lord Jim (September 24th) and House of Mirth (October 29th).

### **Development Action:**

- A Windsor reported on recent meeting about Durham Day:
  - There will be posters of grounds and artistic rendering of building
  - Doug Bencks will make a map to show the location of the library in our town
  - In the children's area, there will be a place for kids to a new design their own library
  - There will be two places for public opinion
    - "How will a new library benefit Durham"?
    - "What would you like to see in the new library"?
    - Another question discussed was "What does the library mean to you?"
  - Several trustees will man the Trustees booth during Durham Day
- Feasibility Study
  - Library consultant to start in October
  - A Windsor states that we need to agree on the language for naming opportunities..
  - The trustees discussed (the main emphasis is on) public areas where people can gather.
  - The traditional naming opportunities could be discussed with potential donors, with this understanding that final features are dependent on money raised. Therefore the feasibility study will begin in November.
  - We want to be able to go to the town council in November 2011 with an idea of how much money we have raised, what's left to raise, and what is needed for a bond.
- The anonymous donor would like to name the children's room after Dorothy Wilcox. Dorothy Wilcox was an English teacher at the ORMS. She had a significant impact on the community. The donor will remain anonymous for the foreseeable future.
- A Windsor suggests that the collection will be the focus of the 2010-2011 annual appeal. E Daniel will contact T Madden to confirm.

### **Director's Report:**

- T Madden sent out the report to the trustees.
- D Bencks quickly reviewed the numbers presented in this report.

### **Operations Committee Report:**

- Tom Madden and Doug Bencks and R Balducci will meet with Todd Selig and Gail Jablonski to review the budgets and discuss the CIP.
- Director's evaluation is needed this month.

### **Building Actions:**

- D Bencks reports on due diligence.
  - Due Diligence report was submitted to the trustees.
    - Cemetery report
    - Intersection report
  - Site Survey will be sent to the trustees (wetlands, setbacks, etc.).
  - Option/Schema #1 is preferred by many.

- Parking was discussed. Dennison road is a town road and town parking. Metered spots on Strafford Ave.
- This is now a public document and is an important piece for the design team.
- Cemetery report says that there is no written documents that there are actual graves on the property.
- Nick Issak is working on the exterior concept drawings (artist rendering of what the building could look like). Draft of this drawing is due shortly.
- Library consultant:
  - Our preliminary program estimated sizes for our library and now we need legitimate sizes. How much physical collection do we really need? In addition, we need someone who can speak to the numbers.
  - D Bencks and T Madden sent out information to about a dozen people requesting a proposal. They talked to three persons and have selected one.
  - Nolan Lushington has been hired as our library consultant. He is highly recommended from three other libraries. He is from Harford Connecticut, at one time taught at Harvard.
  - \$9,000 to do a needs assessment, building program (to give to the architect) and to help us craft our case.
  - The meat of his work will be in October.
- Architect selection
  - The selection committee received 8 Design/Build submissions.
  - The selection committee selected 4 teams to interview. Now these 4 teams can submit to the RFP.
  - D Bencks has contacted them and told them about September 27<sup>th</sup> is the site walk and information session, interviews are on October 20<sup>th</sup>.
  - We hope to have someone under contact by November, just as Nolan Lushington is finishing.

**Other Business:**

- None

**Motion to adjourn** by R Balducci, seconded by D Moore unanimously.

**Meeting adjourned at 8:25 PM.**

**NEXT MEETING: October 21st 6:30pm**

Minutes submitted by R Vannata.