

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, April 24, 2019
6:45 pm
DPL Heritage Room

In Attendance: Charlotte Ramsay, Anne Knight, Andrew Sharp, Carolyn Singer, Erik Waddell, Nancy Webb, Susan Roman.

Absent: Alternate Trustee Martie Gooze

Board Alternates: Karen Hilton attended to see if she was interested in being an alternate

Library Staff: Library Director Rose Bebris.

- 1) The meeting was called to order by Chair Ramsay at 6:47p.m.
- 2) A motion to approve the agenda was made by Carolyn Singer and seconded by Nancy Webb. All were in favor. Motion passed.
- 3) Approval of minutes was tabled till May 8, 2019 by consensus.
- 4) Public Comments
 - a) A thank-you donation of \$75.00 was made to the Library by Moharimet Elementary School in appreciation of Lisa Kleinmann
 - b) Abby Carroll sent a thank-you card for her poetry reading.
 - c) A gentleman from Durham-Great Bay Rotary came to the library and asked how the Durham Public Library would be maintaining a free mini library that had been established in Durham. The Director referred him to the Friends of the DPL as a possible source of donated books.
 - d) Judith Sprang commented to Rose Bebris that the street sign for the library was inadequate to alert drivers to the library's location. Some drivers pass the library because the sign is not big/noticeable enough.
- 5) Treasurer's Report: A motion was made by Susan Roman and seconded by Erik Waddell to accept the revenue of \$975.54. All were in favor, motion passed. A motion was made by Susan Roman and seconded by Nancy Webb to accept the expense of \$222.30. All in favor, motion passed.
 - a) Charlotte Ramsay reminded the board that \$250,000 had been invested in two CDs – that's why the account balance dropped dramatically in February 2019.

- 6) Chair Charlotte Ramsay declared a public hearing at 7:18 p.m. to accept annual appeal funds of greater than \$5000.00.
 - a) Rose Bebris had received no public comments by 5:00 p.m. of April 24, 2019 on how to spend the funds generated by the annual appeal.
 - b) Susan Roman moved to accept the funds of \$20,586 plus any accrued interest, as determined by the treasurer, to be used as outlined in the annual appeal letter and in a way consistent with the library's mission. (The accrued interest was \$18.76.)
 - i) Seconded by Carolyn Singer
 - ii) Motion carried unanimously
 - c) With no further public comments, public hearing was closed at 7:27 p.m.
- 7) Director's report: Please see attached Director's Report.
 - a) The percentage of substitute librarian wages spent YTD seemed low to Charlotte Ramsay
 - i) Rose believes that amount spent on substitute librarian wages will increase in the summer
 - b) 32.765% of budgeted money for Health & Dental had already been spent – this struck Charlotte Ramsay as being high.
 - i) Rose thought this was due to the way the Town bills for Health & Dental, but she will check
- 8) Chair's Report
 - a) The Town Council has approved Marty Gooze as an alternate trustee .
 - b) Andrew Sharp motioned that the Board recommend Karen Hilton to the Town Council as an Alternate Board of Trustees member
 - i) Susan Roman seconded
 - ii) Motion passed unanimously
- 9) Old Board Business
 - a) Charlotte Ramsay will send out an updated Personnel Policy to the Board.
 - b) Susan Roman motioned that the Board approve the Director's attendance at the ALA annual conference in Washington, DC with the customary and usual expenses covered.
 - i) Erik seconded
 - ii) Motion passed unanimously
 - c) Carolyn Singer suggested adding display cases to the library to have more exhibits besides art exhibits.
 - i) An exhibit specialist already visited the Library, reviewed the space and recommended specs.
 - ii) Charlotte Ramsay asked Carolyn to write up a proposal with the specs and the costs.
 - d) Carolyn Singer motioned that the Library be closed the Saturday after Thanksgiving.
 - i) Erik Waddell seconded.
 - ii) 4 voted in favor of the motion, 3 voted against. Motion passed
- 10) New Board Business
 - a) Rose Bebris introduced a revised behavior policy
 - i) Erik asked that a copy of the old policy be sent to the Board for comparison.

11) Friends' Report: The Friends are considering developing a yearly budget plan to determine ahead of time how they will spend their money. They would pay for programs, museum passes, and all purchases directly without going through the Town.

The main drawback is that their contribution to operating costs won't be seen by the Town – it won't show in the Town budget and audited spending.

But the budget would allow the Friends to lay out in advance what they will spend their funds on.

12) A motion was made to adjourn the meeting by Carolyn Singer, seconded by Susan Roman, all in favor, motion passed. The meeting was adjourned at 9:00 pm.

Respectfully submitted,
Andrew Sharp
