

Durham Public Library Board of Trustees Meeting, February 13, 2019

Chairwoman Jenna Roberts called the meeting to order at 7:09 p.m.

In attendance: Roni Slavin Pekins, Andrew Sharp, Susan Roman, Charlotte Ramsay, Jenna Roberts, Rose Bebris

Excused: Carolyn Singer, Erik Waddell, Nancy Webb

Roni Slavin Pekins serving as voting member in place of Erik Waddell

Andrew Sharp serving as voting member in place of Carolyn Singer

Charlotte Ramsay moved to approve the agenda

Anne Knight seconded

Approved unanimously with no changes

Approval of minutes tabled till next meeting

The Durham Professional Firefighter's Association sent a letter thanking the Durham Public Library for participating in the toy drive. Toys were sent to Indian Stream Health Center in Colebrook, NH

Treasurer's Report – Anne Knight

Anne went back through all of the treasurer's reports and corrected them. They have been sent to Rose Bebris to be posted on the library's website.

The Treasurer will correct the reports so that the January columns and YTD columns are the same.

Roni Slavin Pekins moved to accept revenue of \$1215.96.

Seconded by Susan Roman

Passed Unanimously

Funds for the annual appeal will continue to be collected until 03/31/2019

Anne noted that some people are confused about the difference between the Trustees' annual appeal and the Friends' annual membership drive.

Trustees agreed that there should be a discussion about how to avoid that confusion in the future.

Anne Knight and Charlotte Ramsay met with representatives from People's Bank to find out about Certificates of Deposit (CDs).

Charlotte Ramsay moved to invest \$50,000 of the Endowment Fund in a 3-year CD at 3.00% interest.

Susan Roman seconded

Passed unanimously

The Chairwoman asked the Treasurer to investigate whether the interest rate the CD earns will increase if interest rates increase nationally.

Charlotte Ramsay moved to invest \$200,000.00 from the Facilities Fund in a 3-year CD at 3.00% interest

Roni Slavin Pekins seconded

Passed unanimously

The trustees charged the treasurer to find all details about the CDs, especially whether it's true that funds can be withdrawn with no penalty in an emergency.

Director's Report – Rose Bebris

Friday update of February 1 reported that the Durham Public Library had not fully expended town-allocated funds.

Rose Bebris reported that all but \$742 of town-allocated operational funds had been spent. (Operational funds do not include personnel lines.) That is equal to 0.16% of the funds in question.

The last 2 months of the fiscal year are still open.

Chair's Report – Jenna Roberts

The chairwoman is creating a spreadsheet to capture expenditures and revenues, which should increase transparency and help the treasurer manage sub-accounts.

Some considerations are being made with the librarian position to replace Lisa Harling about whether and how much it will focus on children and young adults. The director would like to post the position now and see what kind of applicant pool it receives.

Charlotte Ramsay moved to authorize the director to post the position, Susan Roman seconded, passed unanimously.

The Friends of the Durham Public Library have launched their annual membership drive.

Charlotte Ramsay encouraged all trustees to join.

Susan Roman moved to adjourn, Charlotte Ramsay seconded, passed unanimously.

Respectfully submitted,

Andrew Sharp