

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, July 17, 2019  
6:45 pm  
DPL Heritage Room

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In Attendance: Charlotte Ramsay, Susan Roman, Carolyn Singer, Andrew Sharp, Anne Knight

Absent: Erik Waddell, Martie Gooze

Board Alternates: Karen Hilton

Library Staff: Susan Wagner, Interim Library Director

Friends of the Library observer: Susan Herhold

- 1) The meeting was called to order by Chair Charlotte Ramsay at 6:50 p.m.
- 2) Chair Charlotte Ramsay appointed alternate Trustee Karen Hilton to serve as a voting Trustee
- 3) A motion to approve the agenda was made by Susan Roman and seconded by Karen Hilton. All were in favor. Motion passed with amendments.
- 4) Public Comments
  - a) Leah Weeks sent an email noting that maintenance of the library's exterior was disappointing; there was a great deal of leaf debris near the story walk.
- 5) Approval of minutes from June 12, 2019 and June 26, 2019 and July 2, 2019
  - a) Postponed to a future meeting.
- 6) Treasurer's Report – Anne Knight
  - a) Susan Roman moved, and Carolyn Singer seconded that we approve unanticipated revenue of \$409.15. All were in favor. Motion passed
  - b) Susan Roman moved that the board approve expenses of \$2838.94. Karen Hilton Seconded. All were in favor. Motion passed.
  - c) Susan noted that there was a little over \$200 in interest earnings in the Friends of the DPL account after sending them the account balance. She gave a check for the remaining amount to Interim Director Susan Wagner who will relay it to the Friends.
  - d) Anne Knight asked the Trustees their thoughts on whether to keep funds in sub-accounts or in the general fund. Funds don't earn interest in the general fund, but tracking money is difficult when they are in sub-accounts. Chair Charlotte Ramsay suggested that funds remain in the sub-accounts
  - e) Carolyn Singer questioned why Little Green Light (a donor database system used to track the annual appeal) is paid for by annual appeal funds. Anne wasn't sure which sub-account was paying for Little Green Light (thus illustrating the difficulty of tracking sub-accounts).
- 7) Interim Director's Report – Susan Wagner
  - a) Update on first 10 days

- i) Staff have been cooperative and helpful.
  - ii) Staff would like to move forward with the professional development day scheduled for August 3<sup>rd</sup>.
  - b) Review DPL spending relative to budget for first 6 months of 2019
    - i) At 47% of total.
    - ii) Susan was concerned about the adult print collection spending. It's currently at 100.169% of the total. She believes that this is due to how invoices are tracked and that there is actually more money in that budget. In the past, the staff was given leeway to continue spending even when the percentage was above 100%. Susan asked the BOT for guidance on what the threshold of comfort was; 115%? 120?
      - (1) The board indicated that we are comfortable with the staff tracking their spending and going above 100% (according to the general fund) if needed.
    - iii) Susan Wagner also believes that children's programming will exceed 100% of budget this year. Lisa has consistently spent around \$5000 each year, but only \$4250 has been budgeted.
  - c) Fire door report
    - i) Hopefully will be repaired on the morning of July 18. Overhead Door will be at the library at 10:00 a.m. on July 18.
  - d) Patio update
    - i) Walter Rous and Bill Schoonmaker are unavailable to consult on the patio. Doug Bencks will make a recommendation on materials, patterns, etc. for the patio. The recommended pattern will go out for public bid soon after. The goal is to have the patio installed in the third week of August. If that time can't work, it will be installed in October.
    - ii) Charlotte Ramsay will send Doug Bencks's recommendations to the Board, if they are given to her in a manner that can be easily shared.
    - iii) Carolyn asked that Doug Bencks also share his recommendations on installers.
  - e) Staffing/scheduling: Director's schedule, use of subs, increased hours for current staff
    - i) Additional hours have been added for Mel Graykin and Deb Jarvis on the adult circulation desk. Both are still below 30 hours.
    - ii) Nick Gagnon will start as a substitute on July 23<sup>rd</sup>.
    - iii) Anne Knight moved to approve the hire of Hannah Earle as a library substitute. Karen Hilton seconded. All were in favor. Motion passed.
    - iv) A third candidate for substitute will be interviewed soon.
  - f) Durham now qualifies to join the Urban Library Administrators Consortium – a section of the New Hampshire Library Association. Susan Wagner believes that a membership in this organization may be good idea for the incoming director to consider.
- 8) Chair's Report – Charlotte Ramsay
- a) Report on Friend's meeting 7/10/2019, with Susan Herhold
    - i) Charlotte asked the Friends for their input on what they would like to see in the new director
      - (1) Someone comfortable with working with volunteers
      - (2) Someone on top of changing nature of libraries
      - (3) Someone interested in working with the Friends
      - (4) Extensive community outreach
      - (5) Sensitivity to economic diversity of Durham
    - ii) Work continues on revising the Friends' by-laws.
- 9) Old Board Business
- a) (Revision offer of a sign to educate public about library solar panels)

## 10) New Board Business

- a) Discussion of possible alternate trustee
  - i) Question of whether the board should seek a more diverse candidate for the third alternate position
  - ii) The board reached consensus that Chair Charlotte Ramsay will report on tonight's discussion to the possible alternate and invite that person to the next meeting if they are still interested.
- b) (Gail Jablonski's suggestion re: out of title pay)
- c) Discussion of qualities and skills trustees are looking for in new director
  - i) Robotics and STEM in library
  - ii) Creative programming
  - iii) Outreach/more outreach/community building/promoting access to social services
  - iv) Holds staff meetings, encourages communication among staff
  - v) Interested in cooperation with other libraries
  - vi) Getting along with Friends and supporting their mission
  - vii) Leadership skills (managing people, communication skills, outreach to community)
- d) Wording of job posting
  - i) Karen Hilton and Susan Wagner both agreed that the job description is still timely
- e) Discussion of plans and timetable for hiring director
- f) Responsibilities of hiring subcommittee (Charlotte, Erik, Andrew, Susan) + Anne?
  - i) Anne Knight agreed to act as an alternate for the hiring subcommittee.
- g) Creating an email account to receive applications and keep them confidential to be read only by trustees
- h) Chair Charlotte Ramsay asked Carolyn Singer if she would agree to write the annual appeal letter
  - i) Carolyn Singer agreed
  - ii) Provisional deadline for the letter is the first board meeting in September
  - iii) Goal of sending letters out in October.

## 11) Adjournment

- a) Susan Roman moved that the meeting adjourn at 8:39 p.m. Anne Knight seconded. All were in favor, motion passed.