

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, August 14, 2019
6:45 pm
DPL Heritage Room

In Attendance: Charlotte Ramsay, Erik Waddell, Andrew Sharp, Carolyn Singer, Susan Roman

Absent: Nancy Webb, Anne Knight

Board Alternates: none present

Observers/Guests: Susan Herhold, Robin Glasser, Doug Bencks

Library Staff: Interim Library Director Susan Wagner

- 1) The meeting was called to order by Chair Charlotte Ramsay at 6:50 pm.
- 2) Charlotte Ramsay invited Doug Bencks to discuss the use of pavers for the library's lawn
 - a) Anything is possible
 - i) But moving the lawn from grass to paving means finding a solution for stormwater management
 - ii) Sealing between paving will require maintenance
 - b) About accessibility
 - i) There may be other options to allow patrons with mobility issues to get to the lawn
 - c) Don't make pavers at same level as the top of the wall around the lawn – people use it for seating during concerts
 - d) Overall, grass is an attractive option – when it's growing properly and getting enough water
 - i) Charlotte asked for a recommendation for someone to consult about options for keeping the grass growing well
 - ii) No one came to his mind
 - (1) Someone mentioned Ellen Snyder
 - iii) High visibility lawns take work to look good.
- 3) A motion to approve the agenda was made by Susan Roman and seconded by Andrew Sharp. All were in favor. Motion passed.
- 4) Approval of minutes tabled till next meeting.
- 5) Public comments

- a) The library continues to get inquiries about the EV charger for electric cars, which is broken.
- 6) Treasurer's Report
- a) Anne Knight absent but submitted a Treasurer's Report.
 - b) Susan Roman made a motion to accept the unanticipated revenue in amount of 570.79 and approve expenditure of 211.66, seconded by Carolyn Singer. All were in favor. Motion passed.
- 7) Director's Report
- a) Elevator needs a load-test for certification
 - i) Working to schedule that at a time for minimum fee and maximum convenience
 - b) Sprinkler system failed its test. Working to have it repaired. Should be covered by public works.
 - c) Fire panel control box has been a continuous problem. Was going off almost every 24 hours
 - i) The control box makes beeps
 - ii) The fire department insists on being informed each time and turning it off
 - iii) The fire department is looking into salvaging a control box from a UNH building that is being renovated.
 - iv) Other town buildings are also having problems with Siemens control boxes.
 - d) The solar panel passed inspection
 - e) The EV charger is still not working
 - i) This is generating a number of comments because the EV charger appears on a number of apps
 - f) Carpenter ants have caused some damage to the library building, prompting public works to sign a contract with a pest control company on behalf of the library.
 - g) Combination door locks were cleared of all previous users and re-programmed with a new, general master, plus combinations for authorized users
 - h) Recommended hiring Julie Haines as a substitute library assistant.
 - i) Susan Roman made a motion to hire Julie Haines as a substitute library assistant. Carolyn Singer seconded. All were in favor. Motion passed.
 - i) Piper Mountain is ready to begin working on revising the website. We are waiting for Lisa to return from vacation to get started
 - i) Cost of website renovation will be \$985.00. Annual cost of maintenance will be \$600.
 - j) Erik pointed out that the technology plan included replacing the Meraki and maybe we should stop payment on the Library Network software contract. We will check this out in the Technology Plan and with Luke.
 - k) Summer program participation at record levels (390 participants)
 - l) Received an unsolicited donation from the Manley and Doris Irwin Fund of the NH Charitable Foundation for collections.
 - i) Charlotte recommended, based on her knowledge of Doris Irwin's interests, that the money be used mainly to develop the adult print collection.
 - m) Carolyn Singer recommended that Susan W. contact Liberty Mutual to get volunteers from Liberty Mutual to come help with landscaping on their day of service
 - n) Carolyn asked that the BOT be given a list of emergency contacts
- 8) Friends Report – Susan Herhold

- a) Membership is aging and declining. Friends are seeking ways to revitalize and expand their membership
- b) They will work on their mission statement at the next meeting
 - i) Didn't want to work on it during summer, given reduced attendance
- c) Friends are still seeking a cookie chair and a secretary
 - i) Nancy Schieb will become the back-up liaison to BOT if Susan Herhold can't come.

9) Old Board Business

- a) Director position posted on job boards in Maine, New Hampshire, RI, VT and MA and Simmons College and the NH listserv
 - i) 4 respondents at least
 - ii) Susan Wagner was not dismayed at the number of applications
- b) Salary range was decided to be \$70,000 - \$78,000.
- c) Charlotte suggested that the sub-committee come up with the questions for the first round of interviews
- d) Charlotte suggested that the sub-committee come up with a short list of top candidates
 - i) Would like to start interviews the week after the final deadline of September 15
 - ii) Full board will participate in interviews
- e) The trustees present agreed that they would like to try to keep the grass and not pursue pavers for the library lawn
 - i) Carolyn will check with Ellen Snyder about options for the library lawn.
- f) Robin Glasser is still interested in being an alternate trustee
- g) Susan Roman made a motion to recommend Robin Glasser as an alternate trustee to the Town Council. Charlotte seconded. A majority of the quorum were in favor. Motion passed.

10) A new sub-committee consisting of Carolyn Singer and Erik Waddell was established to seek more diverse candidates for trustee.

11) Susan Roman made a motion to adjourn. Carolyn Singer seconded. All were in favor. Motion passed.