

Durham Public Library Trustee Workshop

February 27, 2019
DPL Heritage Room

In Attendance: Carolyn Singer, Charlotte Ramsay, Anne Knight, Susan Roman, Andrew Sharp, Roni Slavin Pekins, Director Rose Bebris

Absent: Jenna Roberts, Erik Waddell, Nancy Webb

Meeting called to order at 6:48 PM. *RSlavinPekins* and *ASharp* were appointed full trustees for the meeting as *AKnight* arrived late and *CSinger* had to leave early.

1. Approval of Agenda: *SRoman* motioned to approve the agenda, *CSinger* seconded. Motion amended to move Workshop Topic 2 discussion ahead of Topic 2. Amended motion approved.

2. Workshop Topic -- Proposed Revisions to DPL Personnel Policy: Discussed proposed revisions crafted by Personnel Policy Committee comprised of *SRoman*, *CRamsay*, *EWaddell*, *RSlavinPekins*, Director *RBebris* (*ad hoc*). Would like to align library policy more closely with Town of Durham's. Additional clarifications will be obtained by *CRamsay* will request clarifications from Town Business Manager, Gail Jablonski, to include use of tuition reimbursement by town employees and whether part-time employees are eligible for personal days. More specificity is needed on maternity/paternity leave and the inclusion of provisions when child is adopted, fostered, surrogacy and other needs related to changes in family. It was suggested that additional language be added to the Plus Rate clause which will now read:

A plus rate is an additional pay increase that may be awarded to an employee who is assigned to undertake additional assignments or responsibilities clearly above and beyond the employee's normal responsibilities for a period of at least 5 consecutive calendar days until employee returns to their regular duties.

Revisions will be voted on at either the March 27, 2019 or April 10, 2019 meeting.

3. Workshop Topic – Review 2018 spending and 2019 budget discussion: Treasurer *AKnight* reported that corrections have been made to the January 2019 Treasurer's report and now a final copy. As approved at 2/13/19 meeting, funds were transferred into CD's. *AKnight* also noted the differences in Town and Library accounting. Discussed unanticipated surplus in 2018 budget due to personnel change and how to handle if scenario occurs in the future. Was decided that Director *RBebris* will now provide detailed budget report on a quarterly basis. Chairperson *JRoberts* proposal for reimbursement of Trustee funds included in 2018 budget will be on the 3/11/19 agenda. Discussion on spending entire allocation of funds from Town, how Trustee funds are used and reported, and whether Trustees should even continue to fundraise.

4. Motion to Adjourn: *SRoman* motioned to adjourn, *ASharp* seconded. Motion approved. Meeting adjourned at 8:36PM.

Respectfully submitted by Roni Slavin Pekins