

**DURHAM PUBLIC LIBRARY**  
**MINUTES OF BOARD OF TRUSTEES MEETING**  
**November 13, 2007**

The meeting was called to order at 7:39 PM. Present were Mary Ryan, Anne Mueller, Valerie Kilmartin, Jane Eriksen, Rosemarie Naples, , Lynn Johnson, David Turley, and Mark McLaughlin. Lynn Stanwood and Robert Booz were absent.

**I. Public Comments/Correspondence** – Marge Stahl made a presentation on behalf of the Durham Garden Club for permission to plant a kousa dogwood tree in memory of Linda Jason along Maple Avenue between the red maple and the lamp post in the spring of 2008. The Board accepted the proposal. Jane Eriksen inquired whether Garden Club members would be available to water the tree.

**II. Minutes** – Anne Mueller moved that the Minutes of the October 9, 2007 meeting be approved with minor typographical corrections. Lynn Johnson seconded. The motion passed unanimously.

**III. Financial Reports**

**A. Treasurer's Report** – Anne Mueller reported that there was not much activity in October and that she needs some information before she can prepare the written report.

**B. Director's Financial Report** – Valerie Kilmartin presented the Director's written Financial Report for October 2007. Valerie noted that repairs and servicing expenses are ahead of last year's at this time.

**IV. Librarian's Report** – Valerie Kilmartin presented the written October 2007 Library Director's Report and the October 2007 Children's Department Report. David Lintz's quotation for the circulation desk design was distributed and discussed. Valerie was asked to seek another estimate from a local cabinet maker. Jane proposed that the Board renew its membership in the Association of Connecticut Library Boards [ACLB]. She will find out the cost before the next meeting.

**V. Committee Reports**

**A. PALS-** Jane reported that the Flamingo Flockings will end for the year. At the next PALS meeting invitations to participate in the next Taste of Durham will be sent to restaurants. Board members were encouraged to solicit participation by local restaurants.

**B. Building & Maintenance Committee** – Jane weeded the library gardens. The exterior painting has been completed.

**VI. Old Business**

**A. Election of Officers** –Rosemarie Naples on behalf of the Nominating Committee recommended and nominated the following slate:

Jane Eriksen - Chair  
David Turley - Vice Chair  
Lynn Johnson - Correspondence Secretary  
Mary Ryan - Recording Secretary  
Anne Mueller - Treasurer

Mark McLaughlin seconded the motion. The motion passed unanimously.

**B. Program Policy – Confidentiality** – Mark McLaughlin moved that the Confidentiality Policy discussed at the last meeting and reviewed again be accepted. Lynn Johnson seconded. The motion passed unanimously.

**VII. New Business –**

**A. Budget** – It was noted that the Treasurer is in the process of examining interest bearing accounts. The board discussed the proposed budget presented by Valerie Kilmartin. Rosemarie Naples moved that the Board go into Executive Session to discuss the Executive Director’s salary. Lynn Johnson seconded. The motion passed unanimously and the board went into Executive Session at 9:50 PM. The Board came out of Executive Session at 9:52 PM. Anne Mueller moved that the Board accept the salary discussed in Executive Session. Mark McLaughlin seconded. The motion passed unanimously.

**B. Director’s Evaluation** – Valerie Kilmartin presented her 2007-2008 list of 12 goals, the Board asked her to whittle the list down to 5-6 goals for presentation in January.

**C. Other** – Anne Mueller moved that the library staff work on November 23<sup>rd</sup>, the day after Thanksgiving and that the library be closed on Christmas Eve and New Year’s Eve. Rosemarie Naples seconded. The motion passed unanimously. Mary Ryan is to prepare the 2008 schedule of meetings which will take place on the second Tuesday of the month.

The Board’s next meeting will take place on January 8, 2008 at 7:30 PM.  
The meeting adjourned at 9:53 PM.

Respectfully submitted,

*Mary B. Ryan, Recording Secretary [11/14/07]*