

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTESS SPECIAL MEETING
June 14, 2005

The meeting was called to order at 8:30 PM. Present were Jane Eriksen, Valerie Kilmartin, Anne Mueller, Lynn Johnson, Mary Ryan, Mark McLaughlin, Rosemarie Naples, and David Turley. Lynn Stanwood and Bob Booz were absent.

I. Public Communications – none

II. Minutes - Minutes of the May 10, 2005 meeting were distributed and read. Rosemarie Naples moved that the minutes be accepted. Lynn Johnson seconded. The motion passed unanimously.

III. Treasurers' Reports

A. Treasurer's Report – Anne Mueller did not have a report to present.

B. Director's Report – Valerie Kilmartin presented the Director's Financial Report and stated that she expects to be on target at fiscal year end.

IV. Librarians' Reports – Valerie Kilmartin presented the written Library Director's Report and Children's Librarian's Report to the Board for May 2005.

V. Committee Reports –

A. PALS – Jane Eriksen reported that the “flamingos” are continuing to be very popular. She reminded Board members that the annual Book Sale will be on Saturday June 18, 2005 with the preview on the evening of June 17, 2005 and urged members to sign up to help.

B. Building & Maintenance Committee –

1. HVAC- Jane reported that the HVAC repairs and replacement contract, as modified to clarify the scope of work as recommended by Selectwoman Primus at the June 6th Board of Selectmen Meeting, was approved at the June 13th Special Town Meeting.

2. AAA Plumbing Plan – Valerie reported on the two severe backups of the waste line in May which resulted in calling AAA Plumbing for emergency service after notifying the Town of the backup problem and that the alarm to the grinder was turned off. A professional carpet cleaner was also employed to decontaminate the flooded basement stair and basement hall carpeting. AAA Plumbing recommended a number of changes to avoid a repeat situation, particularly to increase the size of the pipe and replace the check valve. The Board recommended that Valerie obtain two more recommendations / quotes from plumbers on ways to resolve this recurring problem.

C. Policy Review and Update- Valerie presented a revised Operation of the Library under Adverse Conditions policy for review by the Board member. After discussion of some minor changes, Anne Mueller moved that the policy be approved as modified. Mark McLaughlin seconded. The motion passed unanimously.

VI. Old Business

A. Summer Hours - Valerie asked the Board to approve closing the library on Saturday July 2, 2005 of July 4th weekend and Saturday, September 3, 2005 of Labor Day weekend. Mary Ryan moved that the library be closed on those Saturdays. David Turley seconded. The motion passed unanimously.

B. Staff Conferences – There was a discussion about providing funding for the librarians on staff to attend PLA conferences next year. Anne Mueller moved that the registration fees for Valerie Kilmartin to attend the ALA in Chicago in June 2005 be paid out of the library’s state grant. Rosemarie Naples seconded. The motion passed unanimously.

VII. New Business – none

The Board’s next scheduled meeting will take place on Tuesday, July 12, 2005 at 7:30 PM.

The meeting adjourned at 9:00 PM

Respectfully submitted,

Mary B. Ryan, Recording Secretary