

**DURHAM PUBLIC LIBRARY**  
**MINUTES OF BOARD OF TRUSTEES MEETING**  
**January 9, 2007**

The meeting was called to order at 7:35 PM. Present were Jane Eriksen, Lynn Johnson, Mary Ryan, David Turley, Anne Mueller, Valerie Kilmartin, Mark McLaughlin, and Robert Booz. Lynn Stanwood and Rosemarie Naples were absent.

**I. Public Comments/Correspondence** – Jane Eriksen passed along to Mary Ryan a copy of Town Clerk Laura Francis' November 29, 2006 Notice to Board regarding 2007 Right to Know Law requirements.

**II. Minutes** – Minutes of the November 14, 2006 Meeting were distributed and read. David Turley moved that the minutes be accepted with correction of the meeting date to November 14, 2006 from November 11, 2006. Mark McLaughlin seconded. Bob Booz and Mary Ryan abstained because they were not at the November 14, 2006 meeting, the motion passed unanimously by the other board members in attendance.

**III. Financial Reports**

**A. Treasurer's Report** – Anne Mueller presented the Treasurer's First Quarter 2006-2007 Fiscal Year Report.

**B. Director's Financial Report** – Valerie Kilmartin presented the Director's written Financial Report for December 2006. She noted that the library now has a new custodial company with five days per week service.

**IV. Librarian's Report** – Valerie Kilmartin presented the written December 2006 Library Director's Report and the December 2006 Children's Department Report. David Turley moved that the purchase and installation of a "Library Only Parking" sign be authorized. Bob Booz seconded. The motion passed unanimously. Bob Booz moved that the Board approve Valerie's request to purchase an additional paper back book display tower and a PC, monitor, and printer through LION for the new work room station. Anne Mueller seconded. The motion passed unanimously.

**V. Committee Reports**

**A. PALS-** Jane reminded Board members that the Taste of Durham will be on Saturday, February 3, 2007 from 6:30 to 9:00 PM. PALS members are working on lining up the restaurants. Board members are urged to attend.

**B. Building & Maintenance Committee-** Valerie reported on the investigation of whether there is an abandoned fuel oil UST [underground storage tank] on the library grounds as a result of the 1985 library addition. Cahill Construction could not locate a tank using a metal detector. Jim Cahill contacted Kurt Bober who was the town Fire Marshall at the time because if a tank had been removed as Fire Marshal he would have been aware of that. According to Jim Cahill, Kurt said that the only UST fuel tank on the property is the 2000 gallon tank in use which was installed as part of the 1985 addition. Valerie is to obtain written confirmation of this information directly from Kurt. Valerie will be meeting with the owner of Wildwood Lawn Care who is interested in bidding on library grounds maintenance. She will seek a bid not only for lawn maintenance but also for implementation of the gardening plan.

**VI. Old Business**

**A. Fire Alarm System** – Installation of the replacement fire alarm system which was approved at the Annual Town Meeting did not start until January 8, 2007 in part because of a one month delay in having the contract signed.

**B. Budget 2007-2008-** Valerie Kilmartin presented her proposed 2007-2008 fiscal year budget. Lynn Johnson moved that the Board go into executive session to discuss employee compensation. Mark McLaughlin seconded. The motion passed unanimously and the Board went into Executive Session at 8:45 PM. The Board came out of Executive Session at 8:50 PM. David Turley moved that the proposed library budget contain the salary compensation approved in Executive Session. Mark McLaughlin seconded. The motion passed unanimously. Anne Mueller moved that the Board approve the proposed budget as discussed for presentation to the Board of Finance. Lynn Johnson seconded. The motion passed unanimously.

**C. By-Laws** – This agenda item was continued until the next meeting.

**VII. New Business**

**A. Director's Evaluation** –Board members are to complete and send their evaluations of Valerie Kilmartin to Jane Eriksen before the next Board meeting.

**B. Other** – David Turley suggested approaching the local Boy Scouts to see if they were interested in performing library grounds work. Dave Turley will contact the Troop Leader regarding this.

The Board's next scheduled meeting will take place on Tuesday, February 12, 2007 at 7:30 PM.  
The meeting adjourned at 9:15 PM.

Respectfully submitted,

*Mary B. Ryan, Recording Secretary*