

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES SPECIAL MEETING
October 11, 2005

The meeting was called to order at 7:31 PM. Present were Jane Eriksen, Valerie Kilmartin, Anne Mueller, Lynn Johnson, Lynn Stanwood, Mary Ryan, and Mark McLaughlin. Bob Booz, Rosemarie Naples, and David Turley were absent.

I. Public Communications – There was a discussion about ordering additional thank you cards.

II. Minutes - Minutes of the September 13, 2005 meeting were distributed and read. Anne Mueller 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 formal report. Lynn Stanwood moved that the Marion Harvey Bequest funds be placed in a 7 month CD while Anne Mueller investigates other investment options. Lynn Johnson seconded. The motion passed unanimously.

B. Director's Report – Valerie Kilmartin presented the Director's Financial Report. Electricity costs continue to be a concern.

IV. Librarian's Report – Valerie Kilmartin presented the written September 2005 Library Director's Report and Children's Librarian's Report to the Board.

V. Committee Reports –

A. PALS – Jane Eriksen reported that the Flamingo Flocking fundraiser will continue until the first week in December. She also reported that soon restaurants will need to be contacted regarding participation in Taste of Durham..

B. Building & Maintenance Committee – Valerie Kilmartin reported that the gutters were cleaned and the front southwestern drain pipe problem resolved last month. She contacted the Fire Department and is waiting to have the water under the elevator pumped out.

VI. Old Business

A. Annual Report '04-'05 – Anne Mueller moved that the Board accept the library's Annual Report. Lynn Johnson seconded. The motion passed unanimously.

B. Policy Review – Valerie Kilmartin proposed a records retention policy. Mary Ryan moved that the records retention policy be adopted. Anne Mueller seconded. The motion passed unanimously. Valerie distributed a new Table of Contents for the Board's policies.

C. Website Project Update – Valerie Kilmartin reported that she verified with LION that it can support Dreamweaver software and that our library staff would exercise control over the content of our website and be able to update it as needed. Susan Whitehead, a Durham resident, is a library science student who has volunteered to intern at the Durham Public Library and work on refurbishing our website. Valerie requested authorization to purchase the Dreamweaver software. Anne Mueller moved that the Board authorize the expenditure of \$400.00 from the state grant money to purchase the Dreamweaver website creation software to refurbish our website. Lynn Johnson seconded. The motion passed unanimously. It is anticipated that photographs of items donated to the PALS auction will be displayed on the website.

VII. New Business –

A. Holiday Schedule- Mark McLaughlin moved that the library be closed on Christmas Eve and New Year's Eve by utilizing the floating one-day holiday due to the library being open the day after

Thanksgiving and the two early closings already established for Christmas Eve and New Year's Eve. Lynn Stanwood seconded. The motion passed unanimously. On December 3, 2005 the library will be hosting the annual tree lighting party with Santa, a Renaissance Christmas music concert, and David Wenzel book signing. Board members are to provide refreshments.

B. Other –

1. Valerie Kilmartin has not yet received her July 1st raise approved by the Board of Finance and passed in the budget. Jane Eriksen will speak to the appropriate authorities at Town Hall about this delay and to make sure that Valerie's second ½ of her annual raise due January 1st is not delayed.
2. Mark McLaughlin moved that the current presiding officers stand for election to the same positions for the 2005-2006 year. Lynn Johnson seconded. The motion passed unanimously.
3. Jane Eriksen reminded members and the Executive Director that Planning & Zoning regulations prohibit keeping sandwich board signs outside at night and during non-business hours. She recommended that the sandwich board only be placed on the library lawn on the day of the specific event being promoted.

Due to Election Day, the Board's next meeting will take place on Monday, November 14, 2005 at 7:30 PM rather than the previously scheduled Tuesday, November 8, 2005.

The meeting adjourned at 8:55 PM.

Respectfully submitted,

Mary B. Ryan, Recording Secretary