

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES MEETING
September 12, 2006

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

I. Public Comments/Correspondence – Jane Eriksen informed the Board that attendance application forms for ACLB's annual meeting on October 10, 2006 are available.

II. Minutes – Minutes of the July 11, 2006 Meeting were distributed and read. Rosemarie Naples moved that the minutes be accepted as read. Mark McLaughlin seconded. The motion passed unanimously.

III. Financial Reports

A. Treasurer's Report – Anne Mueller presented the 2005-2006 final quarter / year end Treasurer's Report and made a recommendation that certain expenditures be made from the Development Fund. Rosemarie Naples moved that \$969.85 for furnishing expenditures be paid out of the Development Fund. Mark McLaughlin seconded. The motion passed unanimously.

B. Director's Financial Report – Valerie Kilmartin presented the Director's Financial Report for August 2006.

IV. Librarian's Report – Valerie Kilmartin presented the written August 2006 Library Director's Report and the August 2006 Children's Department Report.

V. Committee Reports

A. PALS- Jane Eriksen reported that the annual PALS reception was a success. Upcoming on the PALS calendar is Volunteer Day at the Library when community organizations can make presentations to seek new volunteer members. Taste of Durham planning is underway.

B. Building & Maintenance Committee- Tim from Town Crew, who was assigned by the First Selectman to come to the Library every two weeks to perform maintenance and minor repairs, has not been released by Kurt Bober on a bi-weekly basis to come to the Library nor is Valerie Kilmartin informed ahead of time that he will not be coming. Valerie must make many calls requesting Tim before he is made available.

Because Tim has not been released with the frequency promised he has not had the time to obtain and install brackets to anchor the new benches and table in the entryway, which remain secured with cable locks.

On Friday September 8, 2006 Valerie arrived to work and found the fire alarm key in the control box. There was no incident report and the alarm was working so she assumed that the cleaners had accidentally tripped it and left the key in the box. At midnight Valerie received a call from the fire alarm company. The alarm stopped but then a short time later the alarm went off again and the alarm company called Valerie and informed her that the Durham Volunteer Fire Department had been called to respond and that Valerie needed to meet them at the library. Valerie and the firemen were at the library at 1 AM only to discover that Kurt Bober had been the one to leave the key in the alarm box Friday morning after discovering that there was a defective sensor. If he had left an incident report or called Valerie she could have attended to the sensor problem during normal work hours and avoided the 1 AM fire department response.

VI. Old Business

A. Fire Alarm System – All Board members were encouraged to attend the Town Meeting on October 3, 2006 to vote to approve funding the new fire alarm system for the library which is on the agenda.

VII. New Business

A. Garden Plan – Lynn Johnson presented a written plan to repair, improve, and provide for minimal future maintenance of the library’s gardens. Rosemarie Naples has requested bids from landscapers to do the initial implementation of the plan.

B. Computer Center (RFP) – Valerie Kilmartin presented a draft proposal for consolidating the computers into a computer center, moving the media room to the reference area, and making the circulation desk more functional. The Board asked her to draw a sketch of the proposal.

C. System Migration: 9/25 – Rosemarie Naples moved that the library be closed on September 25, 2006 to integrate the new Millennium software system. Mark McLaughlin seconded. The motion passed unanimously.

The Board’s next scheduled meeting will take place on Tuesday, October 10, 2006 at 7:30 PM.
The meeting adjourned at 9:10 PM.

Respectfully submitted,

Mary B. Ryan, Recording Secretary