

**DURHAM PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
NOVEMBER 14, 2006**

The meeting was called to order at 7:44 pm. Present were Jane Eriksen, Lynn Johnson, Mark McLaughlin, Rosemarie Naples, David Turley, Anne Mueller, Valerie Kilmartin, Lynn Stanwood. Absent were Bob Booz and Mary Ryan.

1: Public Comments / Correspondence: Thank you note from Valerie Kilmartin to the Board.

2: Minutes: Minutes of the October 10, 2006 meeting were read. Anne Mueller moved that the minutes be accepted as read. Mark McLaughlin seconded. The motion passed unanimously.

3: Financial Reports: Anne Mueller presented the Treasurer's report. Valerie Kilmartin presented the Director's report. There was a concern with the custodial supplies. Valerie K. will be looking into the reason for the increase in usage.

4: Librarian's Report: Valerie K. added a building status report to the Director's Report in order to consistently keep up with building issues. It was pointed out that there were some problems with the way the statistics were / are being tracked by the new III/Millennium system. There was an explanation of ongoing work projects. Fire alarm system: Numerous time delays regarding our system. Noted that new contracts are to be signed by the Board of Selectmen as of this point. The Board expressed hope that this will be clarified at some point soon. Discussion about an unused oil tank on the property. David Turley will look into this.

Valerie K. requested funds for an interior book slot book cart. Anne Mueller made a motion "to spend up to \$700.00 for the Glacier Book Cart - monies to come from the Development Fund. Second by David Turley. Motion passed unanimously.

5: Committee Reports: PALS: Jane Eriksen presented a fund raising idea from PALS. It was felt that it did not fall under Board Policy. A second proposal was presented and again it did not fall under Board Policy. The Board discussed different fund raising pros and cons.

Preparations are being made for The Taste of Durham on 2/3/07.

The Volunteer Day went well with 95 residents in attendance.

Valerie K. asked if the Board had ever considered a garden committee. After a discussion about the grounds and gardens, it was felt that we should get an estimate regarding the price to rehabilitate the grounds so that it can be put in the budget. More discussions are needed. Rosemarie Naples will talk to John Mitchell regarding an estimate.

Building Maintenance: No discussion.

6: Old Business: Fire Alarm system discussed. The Computer Center will be discussed at upcoming meetings. By Laws are to be read and discussed at the January 2007 meeting. Evaluation forms were handed out and are to be returned to Jane Eriksen. Valerie K. will work up goals for herself.

7: New Business: Nomination of Officers: Mark McLaughlin presented the slate of officers: Jane Eriksen Chairman, David Turley Vice Chair, Mary Ryan Secretary, Anne Mueller Treasurer, Lynn Johnson Corresponding Secretary. There were no nominations from the floor. Seconded by Lynn Stanwood. The motion to accept the slate of officers presented was passed unanimously.

Holiday Lighting Ceremony will be December 2, 2006. Santa will be here and there will be a book signing.

Parking: First Selectman Jim McLaughlin asked Valerie K. for permission for Town Hall employees to park in our far back parking area. Valerie K. said that she granted interim permission until the proposal could be brought before the Board. Discussion regarding the number of cars, where they will park, the impact on patron parking - especially during high use times. Suggestion that they track parking for one week with Town Hall employees putting a pass in their car window. It was also felt that a sign should be in the front lot stating library patron parking only and that Town Hall should be encouraging visitors to not park in the Library lot. It has been observed that visitors to Town Hall are using the library parking lot for business at Town Hall. The Board approved a sign and post for the parking lot. Valerie K. will look at getting a sign and will talk to Jim McLaughlin. Discussion will be tabled until January 2007 meeting.

Valerie K. asked that the Library close on the Saturday before Christmas and New Years. Anne Mueller made a motion "that the Library close on 12/23 and 12/30/2006 for the holidays." Seconded by Rosemarie Naples. Motion passed unanimously.

Motion by Lynn Johnson to move into executive session to discuss personnel matters at 9 pm. Seconded by Anne Mueller. Passed unanimously. Motion by David Turley to move out of executive session at 9:12 pm. Seconded by Mark McLaughlin. Passed unanimously.

The next meeting will be January 9, 2007 at 7:30 pm.
The meeting was adjourned at 9:18 pm.

Respectfully submitted,

Lynn A. Johnson, Corresponding Secretary