RECV'D: Office of the Town Clerk
September 9, 2009 at 11:24am

DURHAM PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES MEETING
July 14, 2009

The meeting was called to order at 7:40 PM. Present were Anne Mueller, Lynn Johnson, Lynn Stanwood, Mary Ryan, Bob Booz, Rosemarie Naples,and Jane Eriksen. Mark McLaughlin and Valerie Kilmartin arrived after the meeting commenced. David Turley was absent.

I. Public Communications – None

II. Minutes - Minutes of the June 2009 meeting were distributed and read. Rosemarie Naples moved that the minutes be accepted. Anne Mueller seconded. Mary Ryan abstained. All others voted in favor of the motion.

III. Treasurers' Reports
A. Treasurer's Report – Anne Mueller reported that the fines and copier funds had been turned over to the town and that those revenues are trending down.

Ann moved that the Director's financial and library reports be taken out of order to accommodate Valerie Kilmartin's schedule as she had just returned from the American Library Association annual meeting and was finalizing a report update. Bob Booz seconded. The motion passed unanimously.

V. Committee Reports
A. PALS – Jane reported that the PALS annual cocktail party will be held on Friday, August 21 at 5 PM. PALS has started gearing up for the Book Sale which will be held in October.

B. Building & Maintenance Committee – the oil tank remains in the ground, it is unclear when the approved removal will be complete. Jane reported that during the installation of the Memorial Garden two new building deterioration problems were noted in the original section of the library, namely the concrete steps are disintegrating and there are improperly patched holes in the front southerly basement window frame. Jane recommended that work orders be placed.
[Valerie later reported that a work order had already been requested regarding the window frame.]

C. Memorial Garden Progress – Jane congratulated the Memorial Garden Committee for their great work in overseeing and assisting with the implementation of the Memorial Garden. She echoed the sentiment of the board when she stated that the gardens look fabulous. Lynn Stanwood and Lynn Johnson, both Committee members, gave verbal and written reports on the garden and shared the designer Amy Sampson's completed design portfolio. The portfolio includes not only the plan but detailed information on the properties, care, and maintenance of the bushes and perennials planted. Jane recommended that Anne segregate a portion of memorial gifts funds for pruning and mulching expenses that may arise. The date for the Memorial Garden dedication ceremony was set for Sunday, September 13, 2009 at 2 PM.

III. Treasurer's Reports [cont'd]
B. Director's Report – Valerie Kilmartin presented the Director's written Financial Report for June 2009. Valerie indicated that this was not the final year end report. Although over all the expenses are within budget the building maintenance expenses are significantly over the line item amount due predominantly to continued HVAC issues.

IV. Librarian's Report – Valerie Kilmartin presented the June, 2009 written Library Director's Report. There was no Children's Librarian's Report for June.

VI. Old Business

A. Exterior Lighting – Rosemarie moved that Valerie contact RLI Electric to have them install the low cost, energy efficient architectural lighting now that the Memorial Garden has been installed. Mark McLaughlin seconded. The motion passed unanimously.

B. Staff Changes- Valerie announced that she had just learned that evening that Christine Tkaczyk had submitted an application for the advertised Young Adult Librarian, the position she had previously held. Valerie believes that of all those from whom she received applications and / or interviewed Christine is the strongest candidate. Valerie intends to offer the YA Librarian position to Christine but because of Christine's pay grade this involved reconfiguring the staffing plan previously presented. The Board supported Valerie's decision to hire Christine for 24 hours per week, hire a 10 hours per week library assistant floater, and increase Carol Herzog's weekly hours by 4. This configuration will not increase the employee benefits costs while allowing for flexible coverage and the return of a well received and qualified employee, but also save the town money.

VII. New Business – The August 9, 2009 meeting is cancelled due to the unavailability of many board members.

The Board's next scheduled meeting will take place on Tuesday September 8, 2009 at 7:30 PM.

The meeting adjourned at 8:40 PM

Respectfully submitted,
Mary B. Ryan, Recording Secretary