

New Durham Public Library Trustees Draft Minutes

New Durham Public Library Trustees' Meeting
October 4, 2016 7:00pm
New Durham Public Library

Members Present:

William Kendrick, Richard Leonard, William Meyer, Joan Martin
Others Present: Cathy Allyn, Library Director

Call to Order/Agenda Review:

William Meyer, Trustee Treasurer, called meeting to order at 7:02pm

Public Input:

There was no public input

Approval of Minutes:

Motion made by William Meyer to approve Minutes of September 13, 2016 as written, seconded by William Kendrick, motion carried.

Financial Report:

Report submitted by William Meyer, Treasurer. "Operating Account" balance is \$8,829.00 and "Trustees Account" balance is \$8,706.56 for period ending September 30, 2016. Accounts are balanced and reconciled. Trustees signed the invoice register. Motion made by Richard Leonard to approve Treasurers' Report, seconded by William Kendrick, motion carried.

Director's Report and Informational Items:

September 2016 Library Statistics:

Showing slight decreases in e-books and attendance; total circulation and loan items are level.

September 2016 Programming:

Stories Sung in Clay is having great success and adding an additional session on 10-26-2016.

First Steps program has been well attended and *Toddler Freetime* had 9 attending.

Improve Your Communication (adults) had low attendance, *Women's Self Defense* (11 Adults),

Introduction to Ancestry.com (3 Adults). Adding additional computer stations is being discussed.

New hire Nichole Hunter started 09-20-2016

Friends' of Library helped fund *Summer Reading Program* \$228.26, *Stories Sung in Clay* \$275, and *FLL-Jr Kit* (FIRST LEGO League Jr) \$159.95

Primex is scheduled to do an ergonomic assessment in near future.

Restroom faucets have been replaced

Cathy Allyn (Director) attended READS Fall Conference, good info on research databases and online security.

Library credit card is in Cathy Allyn's name and is now in compliance with Auditors' recommendation.

CIP Update:

DRAFT LIBRARY TRUSTEE MINUTES

FURNACE- Need to replace original oil furnace. Vendor suggestions included switching to a propane system similar to the ND Fire Station. Other options are available staying with heating oil.

FLOORING: Existing carpets are excessively worn. Vendor suggested rubber backed 2x2 carpet tiles.

STORAGE SPACE: Storage for tables & chairs when not in use is unavailable. Due to OSHA guidelines and safety implications adding storage space is a priority and should be part of planning any additions to existing building.

BUILDING EXTERIOR: Maintenance painting is past due. Falls under Town Building Improvements, one vendor offered to do prep and paint for \$5,100

OFFICE REDESIGN: Primex doing an assessment of area.

Old Business:

Strategic Planning 5 year Plan printed for review by Trustees.

Staff Goal Sheet printed for review by Trustees.

Public Survey of Library, drafts for Adult and Youth written for review by Trustees.

Forming a Focus Group, comprised of frequent Library users, was suggested by Cathy Allyn.

Other Actions:

No other actions

Non-Public Session:

No actions

New Business:

Budget preparation needs rates of compensation discussed and finalized. Trustee meeting will be scheduled in next 14 days for further discussion.

Adjournment:

Motion to adjourn meeting at 8:22pm by William Meyer, seconded by Richard Leonard, motion carried.

Respectfully Submitted,

Richard Leonard, Secretary