

## **New Durham Public Library Trustees Draft Minutes**

New Durham Public Library Trustees' Meeting  
February 7, 2017 7:00pm  
New Durham Public Library

### ***Members Present:***

William Kendrick, Richard Leonard, William Meyer, Lee Newman  
*Others Present:* Cathy Allyn, Library Director

### ***Call to Order/Agenda Review:***

William Meyer called meeting to order at 7:04pm

### ***Public Input:***

There was no public input

### ***Approval of Minutes:***

Motion made by William Meyer to approve Minutes of December 06, 2016 as written, seconded by William Kendrick, motion carried.

### ***Financial Report:***

Report submitted by William Meyer, Treasurer. "Operating Account" balance is \$2,500.19 and "Trustees Account" balance is \$9,046.56 for period ending January 31, 2017. Accounts are balanced and reconciled. Trustees signed the invoice register. Motion made by William Kendrick to approve Treasurers' Report, seconded by Richard Leonard, motion carried.

### ***Director's Report and Informational Items:***

December 2016 programming attracted over 200 patrons to the "Friends' Holiday Party". Other programs were also well attended, "First Steps", "Story time", "Mini-Maestros", "First Lego League", "Kindergarten Kapers", "First Grade Grand Tour" and "Marvelous Matinee"

December E-books increased, and total circulation increased.

Library Data from 2011-2016 shows attendance went from 5,986 to 20,769 and total circulation went from 6,691 to 9,542. EBooks showed an increase from 510 to 1,999.

January 2017 programming included "First Steps", "Story time", "Paint Party for parent-child", and "Mini-Maestros". Adult programs were Mystery Book Club, Artist trading Cards, and a very popular program was "Adult Pottery". New programming will include *Excel-PowerPoint 101* classes, *Paint Parties*, *Parent-Child book club*, *Choosing Quilt Colors*, and *pottery*. Also, expanding "Graphic Novels" for all ages is being planned.

Summer Reading Program has 3 entertainers booked.

Total circulation increased for January 2017 compared to same month 2016.

Trustees will review Library policy regarding reimbursing employees for Mileage expenses incurred for professional development, and review benefits regarding personal time/holiday time.

***Old Business:***

Library policy manual needs to be reviewed and updated. Suggestion was made to start in March doing one or two sections per meeting.

Trustees watched a video produced documenting the summer program “Stories Sung in Clay”.

***Other Actions:***

No other actions

***Non-Public Session:***

No actions

***New Business:***

Request for six week Maternity Leave by Library employee was approved.

Director Cathy Allyn will be posting an in-house job description for a part-time Library Substitute.

ND Dept. of Public Works was notified by USPS that the Library mail box needed to have better winter access for delivery by postal carrier.

Section XII of policy manual “SAFETY” and “Weather-related Library closing” was reviewed and minor edits made.

Discussion was held regarding possible development of parking area behind library. A letter will be sent to Town Administrator requesting more information and the rationale for additional parking.

Candidates’ Night will be held at the Library on Thursday, March 9<sup>th</sup> 7:00pm and is Sponsored by the “Friends of the Library”

Potential Grant request for public art project was discussed. Director will present more details on proposal next meeting.

***Adjournment:***

Motion to adjourn meeting at 8:00pm by William Meyer, seconded by William Kendrick, motion carried.

Respectfully Submitted,

Richard Leonard, Secretary