

**NEW DURHAM LIBRARY
BOARD OF TRUSTEES**

**Minutes
January 6, 2009**

The meeting of the Board of Trustees of the New Durham Public Library was called to order at 6:35 p.m., at the library, by Chairman Richard McCormack. Trustees present were Tom Swett and Lee Lilljedahl. Also present was Library Director, Max Crowe.

Approval of Minutes

On a motion by Tom, seconded by Lee, the minutes of the November 4, 2008 meeting were approved as presented.

Financial Report Treasurer Tom Swett reported the Trustee account balance is \$3,530.61, the operating expense account balance is \$8,389.15, and there is \$100 in the petty cash fund. Tom added that because we now have our funds in interest-bearing accounts, we've earned \$83.66 in the operating account and \$77.53 in the Trustees account.

On a motion by Lee, seconded by Tom, the financial report was accepted as presented.

Report of Library Director Max Crowe

- **Library Statistics.** Max commented that circulation for November was slightly down from last year, but that we had a good December.
- **Edible Book Fair Report.** Max reported there were fewer entries than last year but better attendance. He added this would be an annual event.
- **EXPLORE Update.** Max said the future, after this semester, of the EXPLORE program is in doubt. The new semester will be from March through May; flyers will be out soon with class offerings and what's happening in New Durham. He added that the cost of producing the brochure was \$1,200, and that local businesses will be asked for contributions, plus the library will contribute \$300 and the recreation department will contribute \$300. If the AED program is offered, then the Fire Department may also contribute.
- **KOHA Update.** Max reported there are more users every day, and that people are happy with the program and the downloadable books function.

New Business

- **Christmas bonuses and the town.** Max said that any such bonuses have to be processed through the town so FICA, etc., can be taken out.

On a motion by Lee, seconded by Tom, the Board voted unanimously to eliminate future bonuses.

- **Work Study Position Evaluation.** Max recommended closing the position after this semester. He noted it began as an experiment for a semester, and is not really needed.

On a motion by Tom, seconded by Lee, the Trustees voted unanimously to close the position.

- **Rescheduled Christmas Party.** The Trustees agreed to hold the party after town elections, with a yankee swap. Further details to follow.

Old Business

- **Budget Amendment.** Max said he had requested two-person health and dental coverage, and a signed amendment to the submitted budget is required by the town. The Trustees present signed an amendment to the submitted budget to include two-person coverage for health care and two-person coverage for dental care.
- **AED Training.** Max reported that after having been rescheduled several times, the training has been completed.

On a motion by Tom, seconded by Lee, the Trustees voted unanimously to authorize up to \$200 from operating expenses for the AED case.

- **Director Wages.** In the town wage study it was determined that the library director's position is underfunded, and it was suggested that the goal should be to fund it to about the middle range wage. Also the Trustees at their last meeting had discussed expanding the work week to 40 hours vs. the 35 hours per week currently worked.

On a motion by Tom, seconded by Lee, the Trustees voted unanimously to raise the line for the Library Director to \$36,857.60 (exclusive of COLA), following the recommendation of the town's wage study, to move the position from an hourly wage to a salaried one, and to increase the hours to 40 from the current 35. This action will be effective immediately.

Pending Projects

- **Back Door.** Plowing will be done to keep the back door clear.
- **Trim Replacement.** Richard said he contacted two people about the trim, and will contact one more. This will be a job for the spring. There was some discussion about whether or not we would keep the flower boxes because they cause further deterioration. There was also some discussion about composite vs. pressure treated replacements.

Next Meeting: The next meeting is Tuesday, February 3, at 6:30 p.m.

Adjourned: On a motion by Tom, seconded by Lee, the Board voted unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Lee Lilljedahl
Secretary