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DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 11,2025

7:30 PM

Attendees: Lynn Johnson, Robert Booz, Sarah Robertson, Maya Liss, Elizabeth Merliss, Eric Infeld, Anne Mueller, Lauren Redfield Director.

Absent: Anne Doyle, Gwen Wirger.

I. Public Comments/Communication: None.

II. Minutes: Motion by Bob Booz / Second by Elizabeth Merliss “To accept October 2025 minutes.” Approved unanimously.

III. Financial Reports:

A: Board Managed Funds: Report sent by A. Mueller. No questions.

B: Library Operational Funds – Director reviewed statistics. The service contracts are running higher than budgeted. Town Finance Director is aware.

IV. Library Director’s Report:

- a. **Statistics** -Director reported that circulation was down, but gate count was up. Continuing to monitor. Board had a discussion on statistics and agreed that we need to look at the strategy and review that the metrics being collected measure success.
- b. **Children’s room-** Painting and carpet replacement is targeted to begin on 12/1. Communication regarding the area being closed during the painting and carpeting will be going out soon. Part of the collection will be available in one of the downstairs meeting rooms.
- c. **Building Management System** is now accessible by the library.
- d. **Staff** - One of the Pages has resigned. Will be hiring a replacement.
- e. **Patio** – need to purchase covers for patio furniture. **Sarah Robertson moved to approve the Director using funding remaining in the renewal project funds to but covers for the patio furniture. Bob Booz second.** Passed unanimously.

- f. **Charter Committee** – question raised on what has been discussed at the charter committee. Director reported that the commission is not looking to make any changes to language regarding Library board or library.

V. Old Business:

- a. **Cameras** – Director reviewed how the need was identified and research done including review of policies from other libraries. Board discussed and general feeling of the Board was that Director should discuss the need with First Selectman and Facilities manager to understand what is being done at other town buildings. Will need to determine if a new policy will be needed.
- b. **Charter Commission** -
- c. **By-Laws and Policy and Procedures Subcommittee.** Maya reviewed with the Board the need for 2 new standing committees – Financial and Policy and Procedure and that the By-Laws need to be updated for these committees. Feeling of the Board was that the current subcommittee on Policy and Procedures should, draft updates to the By-Laws to present to the Board at the December meeting. Bob Booz will provide information on the Finance committee to the policy and procedure committee for the draft updates.

VI. New Business

- a. **Capital Budget** – Director reviewed the drafted Capital budget. Board reviewed the intent of the capital budget, and how it worked. Question raised on when the estimates were gathered and whether there is the need to take inflation into account to any of the items. Director will look at the specific items and see if there is the need prior estimates being gathered when we look to move forward with the items. Board discussed the need for the landscape lighting to be repaired. Lauren had talked with Facility manager who obtained an estimate - \$3850. Board reviewed history of installation, and recommend that director reach out to original installer (RLI Electric) to ask him to look at prior to moving forward.

General Discussion:

Anne Mueller recognized for her ongoing service to the Board and for her work as Treasurer

Meeting adjourned at 8:24 pm.

Respectfully submitted,

Eric J Infeld

Secretary