

DURHAM PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

December 9, 2025

7:24 PM

Attendees: Anne Doyle, Lynn Johnson, Robert Booz, Sarah Robertson, Maya Liss, Eric Infeld, Anne Mueller, Gwen Wirger, Lauren Redfield Director.

Absent: Elizabeth Merliss

I. Public Comments/Communication – Lauren introduced a new employee to the Board. No other public communications or comments.

II. Minutes:

- a. **Annual Meeting – Motion Anne Mueller made a Motion to accept the minutes. Lynn Johnson seconded. Passed unanimously**
- b. **November Meeting – Anne Doyle made a motion to accept with change to correct typo. Seconded by Lynn Johnson. Passed unanimously.**

III. Financial Reports:

- a. **Board Managed Funds:** reviewed document shared by Treasurer. No questions
- b. **Library Operational Funds –** Lauren reviewed current report– mostly on track other than the water bill which came in way over (2100 gallons). Water company came out did not find any leaks or reasons for this significant change, and “now back to normal”. Lauren is working with facilities director and he will work with water company.

IV. Library Director’s Report:

- a. **Statistics –** increased gate counts and attendance at programs along with a slight dip in circulation. Launch of NewsBank seems to be well received and is being well used.
- b. **Children’s room –** refresh is underway; temporary children’s space on the lower level is in use and materials not being used are stored. on track for painting mid next week waiting on date for carpet installation – likely next year with holidays.
- c. **Facilities –**

- i. **stairs project** - walk through of remaining items from punchlist occurred and other than touchups needed seems good
- ii. **New copier.** Copier lease was up for renewal, and, after reviewing the terms of the lease and consulting with town hall, decided to contract with same company Town uses. Will be slightly more budget use.
- iii. **Heating** – new oil tank installed and air ducts cleaned and mold remediated; Town is going to bid for new boiler; continuing to work its facilities management on the building management system
- iv. **Self checkout kiosk** - needs repair and needs a part.
- d. **Staff** – interviews complete for hiring a new page; will make offer to one of the candidate
- e. **Durham's Declaration of Independence 250** – working with First Selectman and committee display items from the time capsule and Durham's history in the front display window. Planning on displaying several 18th century books from the original Durham Book Company. Based on input from CT State Archives on how to display these items while protecting them, need to approve funds for special display cases and to filter UV and direct sunlight through windows. **Motion made by Sarah Robertson to approve Director's recommendation of materials for display of books from original Durham Book Company. Anne Doyle seconded Approved unanimously.**

V. Old Business:

- a. **Capital Budget Request Update** – Lauren reviewed updates to the draft Capital budget request the Board reviewed last meeting. Amounts for staff office furniture moved to line for shelving and furniture for children's department; public access computers (still in); hall ceiling tiles removed and going into Facilities Management budget. **Bob Booz moved to accept capital plan as presented at this meeting (12/9). Anne Doyle second. Approved unanimously**
- b. **Cameras** – Lauren followed up with Facilities Management, and reports that no other town owned buildings have security cameras. The need for cameras at the library was reviewed – primary need is for staff safety; specifically, near the entrance to the old library and the basement (not in the public areas of the library), and in the downstairs vestibule outside of meeting rooms. Overall the feeling of the Board is that there are immediate needs that need to be addressed, and that long term security needs need to be discussed with the town. **Motion by Bob Booz to purchase video monitoring equipment and associated monitoring on a trial basis and submit request to the town to discuss the budgetary basis or long term solutions**

and funding. Second by Anne Mueller. Passed unanimously. Board continued to discuss and identified that's the Bylaws and Policy committee needs to look at a documenting policy and procedures for the cameras at the library, and that further research is needed on requirements on posting about monitoring.

- c. **Landscape Lighting** – as requested by the Board, Lauren had Bob Isselib (RLI Electric) looked at the system he originally installed a number of years ago. RLI provided an estimate that was more than the town vendor. Both of the estimates indicate that we can't just fix what is there. Feeling of the board is the landscape lighting should be removed rather than repaired/replaced – Lauren will talk to Charlie at facilities management.

VI. New Business:

- a. **2025-2026 Operating Budget** - Draft operating budget presented by Lauren and reviewed and discussed by Board on an account basis.
 - i. **Sarah Robertson made a motion board to accept Account 450101 as prepared by Lauren for submission to Board of Finance. Bob Booz seconded. Approved unanimously.**
 - ii. **Maya Liss made a motion to accept Account 45103 as prepared by Lauren for submission to the Board of Finance. Anne Doyle seconded. Approved unanimously.**
 - iii. **Motion made by Sarah Robertson that account 55300 be accepted with an added \$250 for video monitoring and equipment for submission to the Board of Finance. Seconded by Anne Doyle. Approved unanimously.**
 - iv. **Anne Doyle made a motion to accept account 45104 as prepared by Lauren for submission to the Board of Finance. Lynn Johnson seconded. Approved unanimously.**
 - v. **Sarah Robertson moved that account 450105 be accepted as prepared by Lauren for submission to the Board of Finance. Anne Doyle seconded. Approved unanimously .**
 - vi. **Sarah Robertson moved that account 450107 be accepted as prepared by Lauren for submission to the Board of Finance. Anne Doyle seconded. Approved unanimously.**
- b. **Proposed Bylaws update** – draft of the proposed amendment of Bylaws to establish a standing Bylaws and Policies committee reviewed and discussed by the Board. Request made to make use consistent language about the review of policies to no less than every five years. **Sarah Robertson made a motion to accept the amendment to the Bylaws as presented with the**

**change to no less than 5 years. Bob Booz seconded. Approved
Unanimously.**

- c. **CT Association of Library Boards (CALB).** It appears that our membership in the organization lapsed. Brief discussion on the CALB and its added value for Boards. **Bob Booz moved we reestablish our membership in Ct Association of library boards. Sarah Robertson seconded. Approved unanimously.**

VII. General Discussion: none

Meeting adjourned at 9:10 pm.

Respectfully submitted,

Eric J Infeld

Secretary