

Durham Public Library
Board of Trustees Zoom Meeting Minutes
Wednesday, May 13, 2020
6:45 pm

In Attendance: Nancy Webb, Andrew Sharp, Anne Knight, Susan Roman, Charlotte Ramsay, Robin Glasser, Erik Waddell

Excused: Carolyn Singer

Board Alternates: Martie Gooze

Observers/Guests: Susan Herhold (Friends of the DPL liaison)

Library Staff: Library Director Sheryl Bass, Jess Ross

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:49 p.m.
2. Chair appointment of Alternate Trustees to serve as voting Trustees
 - a. Chairwoman Charlotte Ramsay appointed Martie Gooze to act as a voting trustee in place of Trustee Carolyn Singer.
3. Approval of meeting agenda
 - a. Anne Knight made a motion to approve the meeting agenda. Nancy Webb seconded. All were in favor. Motion passed with amendments.
4. Election of Board Officers
 - a. Charlotte Ramsay made a motion to nominate Charlotte Ramsay as Chair, Erik Waddell as vice chair, Anne Knight as treasurer and Andrew Sharp as secretary. Martie Gooze seconded. All were in favor, nominations passed.
5. Approval of minutes (3/11/2020)
 - a. Anne Knight made a motion to approve the 3/11/20 minutes. Nancy Webb seconded. Motion passed with no amendments.
6. 7:15 p.m. Public Hearing on accepting the 2019-2020 Annual Fund money with vote on acceptance to follow.
 - a. Chairwoman Ramsay opened the floor to comments about the annual fund.
 - a. No one came online to the Zoom meeting to make a comment.
 - b. Chairwoman Charlotte Ramsay made a motion to accept \$22,245 in annual appeal funds, plus any accrued interest to be used as outlined in the annual appeal letter and in a manner consistent with the library's mission. Martie Gooze seconded. All were in favor, motion passed.

7. Public Comments/Public Correspondence

- a. Nice card from Julie Black, Daughters of the American Revolution thanking the library for their service during National Libraries Week.
- b. Email from Durham resident that the building was looking unkempt. Sam has brought new mulch and blew the leaves. Durham Garden Club has been around the building for the last 2 days. It is beginning to get spruced up.
- c. Email from patron with a paid account asking that their account be extended for the length of the shutdown. All board members agreed that this was a reasonable request and we should allow the request.

8. Friends' Report (Susan Herhold)

- a. Setting up procedures for acknowledging gifts to the Friends.
- b. Considering how to attract new members.

9. Treasurer's Report for March and April 2020

- a. See written report
- b. Robin Glasser made a motion to approve the unanticipated revenue of \$208.01. Martie Gooze seconded. All were in favor. Motion passed.
- c. Andrew Sharp made a motion to accept expenditures of \$15,881.27. Seconded by Nancy Webb. \$15,658.97 paid to the Town of Durham to cover the Library's share of FY 2019 expenditures. \$222.30 to Little Green Light (database software). All were in favor, motion passed.

10. Chair Report

- a. Full-time staff salary changes 7/1/2020
 - a. The Board will need to vote in June to accept the cost of covering the health insurance increase. Sheryl Bass will provide an amount at the June meeting.
 - b. Based on Sheryl Bass's performance, especially with the difficulties of the pandemic, Chairwoman Ramsay proposed a salary increase starting on July 1. To be voted on at June meeting.
- b. Six-month evaluation of Library Director
 - a. Most members of the board made a statement that they think Sheryl Bass is doing a very good job. Chairwoman Ramsay will draft an official statement to be voted on at the June meeting.
- c. Library strategic planning on hold for time being.

11. Director's Report – Sheryl Bass

- a. See printed Director's Report and plan for re-opening the library
- b. Library staff have been working hard from home supporting the library.
- c. The library is under-spending due to the pandemic.
- d. Sheryl Bass asked for guidance from the board about whether to codify current practices in a policy or not.
The Board was in favor of having a policy. Sheryl Bass will write a policy to cover current practices while the library building is closed.

12. The Director proposed that Phase I services begin on Monday, May 18th.
 - a. Phase I will open the lobby for materials pick-up by patrons.
 - b. Martie Gooze made a motion that the library begin Phase I of the Director's plan (see written plan) on Monday, May 18. Erik Waddell seconded. All were in favor, motion carried.
 - c. Erik Waddell expressed concern for library staff. He was concerned whether there was sufficient airflow in the library to prevent staff from getting sick.
13. Discussion of Pros and Cons to Kanopy and Hoopla subscriptions, followed by vote
 - a. Charlotte Ramsay made a motion that the library get subscriptions to both Hoopla and Kanopy for a year with a budget up to \$10,000 and Sheryl Bass and other library staff setting appropriate limits. Nancy Webb seconded. All were in favor, motion passed.
14. Summer reading will proceed with a virtual model.
 - a. In-person events are still scheduled. Library staff have given themselves a deadline of June 1 to determine whether to proceed with concerts and in-person events.
15. ADJOURNMENT
 - a. Erik Waddell made a motion to adjourn. Robin Glasser seconded. All were in favor. Motion passed.

To be discussed at a future meeting
DPL charge for black and white copies
Solar panel information sign

Next Board Meetings:

Wednesday, June 10, 2020
Wednesday, July 8, 2020
Wednesday, August 12, 2020

Respectfully submitted by Andrew Sharp, Secretary