

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, June 26, 2019
7:15 pm
DPL Heritage Room

In Attendance: Charlotte Ramsay, Erik Waddell, Anne Knight, Andrew Sharp, Susan Roman.

Absent: Carolyn Singer, and Nancy Webb.

Board Alternates: Karen Hilton and Martie Gooze

Chairwoman Charlotte Ramsay appointed Martie Gooze and Karen Hilton as voting members.

Library Staff: Library Director Rose Bebris.

Friends Liaison to the Board of Trustees: Susan Wagner

- 1) The meeting was called to order by Chair Ramsay at 7:19 pm.
- 2) A motion to approve the agenda was made by Andrew Sharp and seconded by Anne Knight. All were in favor. Motion passed with amendments.
- 3) Discussion of UNH Sumer Work-Study Position Candidate
 - a) One qualified candidate, Katherine Goodrich.
 - b) Rose shared Katherine's resume
 - c) Chairwoman Charlotte Ramsay had already given permission for library staff to begin paying her
 - d) Anne Knight moved to accept Katherine Goodrich's application. All were in favor, motion passed.
- 4) Erik Waddell moved to accept Rose Bebris's letter of resignation, Karen Hilton seconded. All were in favor, motion passed.
- 5) Erik Waddell, Charlotte Ramsay and Anne Knight will conduct an exit interview with Rose Bebris before her last day; July 16, 2019.
 - a) Search process for a new director:
 - i) Charlotte was advised that the Board of Trustees could carry out the search without a consultant
 - ii) Charlotte expects to have a new director in place by the beginning of 2020. She expects the search to take about 6 months.
 - iii) Charlotte suggested that the Board of Trustees solely conduct the search process for the new director.
 - iv) Erik Waddell suggested that the board ask for input from the Friends of the Library; qualities and characteristics and/or concerns that they may have.
 - v) Charlotte proposed that the position be posted in July and run for 4 weeks. Resumes would be reviewed in late August and the first round of interviews would be in September.
 - vi) Susan, Erik, Andrew and maybe Anne and Charlotte will form the initial search committee.
 - b) Staffing while there is no director:
 - i) The Board will seek an interim director for about 25 hours per week

- ii) Charlotte had suggested to the staff that they identify staff members who would be willing to increase their hours, possibly to the point that staff members may be eligible for sick and vacation leave – subject to board approval
- iii) Susan moved that the board authorize Charlotte as chair to work with the staff to increase staffing levels up to a maximum of 20 additional hours following Rose Bebris's departure – those hours may come from existing staff or additional subs as needed. Anne seconded. All were in favor, motion carried.
- iv) The board gave its consensus that all part-time employees who receive benefits will whenever possible work an equal number of hours.
- v) Lisa and Jess felt that 25 hours a week would be do-able for the interim director.
- vi) The interim director would focus on administrative tasks (budget tasks, attend board meetings, be the face of the library, etc.) and be an observer (see needs, make suggestions)
- vii) The board gave its consensus that we would like to include a cost of living increase for staff consistent with the Town's recommended increase.
- viii) Interim director is a contractual position without benefits. The last interim director received \$40/hr.

- 6) Charlotte will send an email asking for Trustees' and Alternates' availability in July
- 7) Erik moved that the Board go into non-public session pursuant to RSA 91-A:3,II;a.b.c. Anne seconded. All were in favor, motion passed.
 - a) Charlotte asked Susan Wagner if she would be interested in being the interim director of the library. It would mean that she would have to resign her position as secretary of the Friends
 - b) Susan Wagner also let Charlotte know about Robin Glasser, another retired librarian living in Durham
 - c) Charlotte asked the board whether to move forward with interviewing Susan Wagner or whether to interview both Susan Wagner and Robin Glasser
 - i) The Board wanted to move ahead with interviewing Susan Wagner.
 - d) Anne Knight left at 8:56 p.m.
 - e) Martie moved to leave non-public session. Susan seconded. All were in favor, motion passed
- 8) Susan moved to seal the minutes of the non-public session. Charlotte seconded. All were in favor, motion passed
- 9) Susan moved to authorize Charlotte to move ahead with interviewing a candidate for the interim director position. Martie seconded. All were in favor, motion passed.