

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, August 12, 2021
6:45 pm
In-Person Meeting in Oyster River Room of Durham Public Library

In attendance: Charlotte Ramsay, Susan Wagner, Erik Waddell, Stan Reczek, Martie Gooze, Robin Glasser, Andrew Sharp

Absent:

Alternates: Lai Lai Jenkins, Kam Damtoft

Observers/Guests: Mary-Lou Campbell (from Friends of the Durham Public Library, in place of Susan Herhold

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Charlotte Ramsay called the meeting to order at 6:49 p.m.
2. Approval of meeting agenda.
 - a. Martie Gooze made a motion to approve the meeting agenda. Stan Reczek seconded. All were in favor. Motion passed with the following change:
 - i. Change to 8C: change 8/20/2021 to 9/7/2021
3. Approval of minutes (6/10/21)
 - a. Stan Reczek made a motion to approve the minutes from the 6/10/2021 meeting. Robin Glasser seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
 - a. Email from Kitty Marple on July 2nd: second-hand comment from an acquaintance: Newmarket Public Library more welcoming than Durham PL
 - b. Lucy Gardner shared an interaction at front desk about renewing her card. Took issue with being asked to produce her ID.
 - c. Thank-yous for Sunday meditation classes and adult summer reading program.
5. Friends' Report – Mary-Lou Campbell
 - a. Re-opened bookstore on July 20, 2021
 - b. Resumed book donations at end of June, 2021
 - i. Good number of book donations, but nothing overwhelming
 - ii. Discover Books (have bins around town) may be willing to come to DPL and pick up books that will not be sold at bookstore.

- iii. Mid-year membership drive didn't yield many new members, but did give the Friends information about how many patrons are not aware of the Friends
 - c. The Friends are doing OK financially
 - i. Thanks partially to the bookstore re-opening
 - ii. Donations and reduced expenses helping too.
 - d. No timeline for re-starting cookie sales.
 - e. Susan Wagner expressed concern that the Swap Shop's books are competing with the Friends' bookstore.
- 6. Treasurer's Report for June and July 2021—Erik Waddell
 - a. Stan Reczek requested that approval of Treasurer's reports be delayed till the September 9 Trustee's meeting. This will give Eric a chance to correct discrepancies in today's report and trustees a chance to review the reports.
- 7. Director's Report –Sheryl Bass
 - a. See Director's Report
 - i. The Trustees expressed support for Sheryl calling the Durham Town Works to prevent birds from nesting in the building.
- 8. Discussion/action items from Director's Report
 - A. Staffing changes: Alyssa Boucher and Nick Gagnon have accepted full-time positions elsewhere.
 - a. Martie Gooze moved to accept the resignations of Alyssa Boucher and Nick Gagnon. Stan Reczek seconded. All were regrettably in favor. Motion passed with sadness.
 - B. Approve hiring of Amy Covell as a Substitute Library Assistant
 - a. Erik Waddell moved to approve the hiring of Amy Covell as a Substitute Library Assistant. Robin Glasser seconded. All were in favor. Motion passed.
 - C. Discussion and vote on Library hours beginning September 7, 2021
 - a. Sheryl Bass recommended moving library opening to 10:00 a.m. on Mondays and to continue closing at 6:00 p.m. on Wednesdays and Thursdays.
 - b. Charlotte Ramsay made a motion to accept the Library Director's recommendation to open at 10:00 a.m. on Mondays and close at 6:00 p.m. on Wednesdays and Thursdays. Erik Waddell seconded. All were in favor. Motion passed.
 - D. The DPL is a sponsor of the Oyster River Community Reads for 2022. Sheryl Bass is our representative on the planning committee. Discussion and vote on donation to this program from Trustee funds.
 - a. Charlotte Ramsay made a motion that the Trustees to approve the expenditure of up to \$2000 for Oyster River Community Reads programs and incidental expenses. Martie Gooze seconded. All were in favor. Motion passed.
- 9. Discussion and vote on COVID protocols at the DPL
 - a. Should we allow the children's storytime/craft room to re-open to families and children?

- i. Stan Reczek encouraged trustees to inform themselves of both the current science and the political information
- ii. Sheryl Bass encouraged reviewing this requirement on a month-by-month basis, but to keep the storytime room closed through September.
- iii. Sheryl Bass pointed out that it would be impossible to maintain social distancing with children participating in story time.
- iv. Robin Glasser made a motion to keep COVID protocols in place until the next board meeting, with the understanding that the Board has given the Library Director the ability to make changes as she sees fit. Erik Waddell seconded. All were in favor. Motion passed.

11. Overview of the proposed DPL Budget for 2022

- A. Discussion of proposal to hire a full-time IT person jointly with the Town.
Cost to be shared 50% - 50%. Salary estimate \$53,000-\$58,000 + benefits
- b. Trustees reached consensus that the budget and full-time IT person are reasonable and support both.

12. Planning for DPL 2022 Annual Appeal

Robin Glasser will be lead person. Need a second person – any volunteers?

Timeline. Suggestions for how money be used.

- A. Kam Damtoft volunteered to assist Robin Glasser.

10. Adjournment

Martie Gooze made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8:59 p.m.

Future meetings (in-person) 2nd Thursday of each month 6:45 pm. September 9, 2021, October 14, 2021, November 10, 2021, December 9, 2021

Respectfully submitted by Andrew Sharp