

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, Jan. 14, 2026
6:00 pm
Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb, Robin Glasser, Callie Langton, Beth Newkirk, Kim Sweetman, Susan Wagner

Board Alternates: Laura Mason, Joe Warzin

Absent: Martie Gooze

Observers/Guests: Linda Johnson (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:00 p.m.
 - i. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member, as needed
 - a. An Alternate Trustee was not needed.
3. Approval of meeting agenda
 - a. Chair Robin Glasser deferred item 11. 2025 Year End Budget Report until February.
 - b. An additional item, Adjournment, was added to the agenda.
 - c. Callie Langton moved to approve the meeting agenda, as amended above. Sudie Blanchard seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
 - a. A comment was received from a concerned patron that, since she donated to the Library's Annual Appeal using PayPal, she has been receiving spam email from them. The patron suggested using a different online donation system. Director Sheryl Bass suggested that she clear the cookies from her browser. There was also speculation from the Board that the spam she was receiving might be phishing emails.
 - b. Another patron complimented the library's service when it quickly coordinated with the MFA so her family could use a Library pass to the museum on a day

when the MFA is normally closed but was open since it was a school holiday in Massachusetts. The Library had never received passes from the MFA for the days in question.

5. Approval of December 10, 2025, Meeting Minutes
 - a. Formatting anomalies and a typographical error were fixed.
 - b. Kim Sweetman moved to approve the minutes, as amended. Callie Langton seconded. Sudie Blanchard abstained since she did not attend the meeting. Six were in favor. Motion passed.

6. Friends' Report – Linda Johnson
 - a. Membership has increased to about 100 members. While most don't regularly attend meetings, they do volunteer on a regular basis.
 - b. A few revisions to the by-laws were made.
 - c. Officers were elected as follows:
 - i. Barbara Jasinski will continue as Chair.
 - ii. Linda Johnson will continue as Secretary in name only; Director Sheryl Bass or Assistant Director Audra Lewis will take minutes.
 - iii. Mary Caulfield will assume the Treasurer responsibilities.
 - d. The next book donation period is January 26-31, 2026.
 - e. The next membership meeting is May 20, 2026.
 - f. The Friends fund raising drive will take place between April 13-17, 2026.
 - g. The next major book sale will be June 12-13, 2026.

7. Treasurer's Report for December 2025 — Kat Gatcomb
 - a. See Treasurer's Report for complete details
 - b. The November Annual Appeal total was increased to \$9,745.43.
 - c. Monthly fund-raising totals among Kat (Treasurer)/Sheryl (Director)/Susan (fund raising database coordinator) may differ due to when checks are deposited and recorded, but the total funds raised match.
 - d. The cash discrepancy of -\$499.25 was a reimbursement to the Friends for a check mistakenly deposited by the Trustees.
 - e. The Checking Account is lower by almost \$1,000 from November. When payments to the Library are made via Square, the funds are deposited directly into the checking account. Those funds should then be dispersed to their appropriate accounts. The December transfer of funds from the checking account represents Square payments which should have been transferred for the past few months.
 - f. Chair Robin Glasser moved to accept the Treasurer's Report, as presented. Kim Sweetman seconded. All in favor. Motion passed.

8. Director's Report –Sheryl Bass
 - a. See Director's Report for complete details. Recently completed noteworthy items include:

- i. The Library elevator has a hydraulic seal leak and has been out of service since Friday, January 9. DPW is coordinating the repairs.
- ii. Recently completed adult programming includes:
 - 1. A potluck and mini round-robin tournament was hosted for the Mah Jongg group.
 - 2. This year's Seacoast Area Firefighters Toy Drive at the Library was a huge success.
 - 3. In honor of Marjorie Milne's birthday on January 18th a display has been set up in front of the circulation desk.
 - 4. The Oyster River Community Reads book for 2026 has been chosen. It is *The Book of Joy* by Archbishop Desmond Tutu and the Dalai Lama. The kick-off event is February 6 from 6:30-8:30 PM at the Freedom Café in Durham.
- iii. There are several upcoming events in Youth Services, including hosting a UNH Young Adult Literature class; the start-up after the holidays of the LEGO Club and Art Club, both of which are filled; and the start-up of the new Delicious Books book-to-table book club for kids.
- iv. The Town Business Office has loaded the new budget, and 2026 purchases are being made.
- v. Director Sheryl Bass will be on vacation from January 15-21 and will return to work on January 23. Assistant Director Audra Lewis will act as Director in Sheryl's absence.
- vi. A significant amount of illness is circulating, and two essential employees are out sick this week. Also, one of the work study students has unexpectedly reached her Federal Work Study limit and will not now be able to work at the Library.
- vii. 2025 annual reporting statistics for both the Library and the Trustees have been submitted to the Town.
- viii. HB1214, allowing a town to take over management of its library, has moved to Committee. Director Bass encouraged everyone to send comments to committee members and local representatives opposing this bill.

9. Director's Action Items

a. Revision to 3D Printer Policy

- i. The language of Item 5 has been streamlined.
 - 1. Previous language: Print-on-demand objects must require less than 6 hours to print each piece will be printed based on available staff resources. Multi-piece requests will be considered on a case-by-case basis.
 - 2. Revised language: Print-on-demand objects are printed as staffing permits. Larger or multi-piece requests may require additional review.

- ii. Kat Gatcomb moved to accept the revisions to the 3D Printer Policy, as presented. Callie Langton seconded. All in favor. Motion passed.
- b. Hiring of an additional work study student
 - i. As a result of the work study student mentioned above maximizing her available hours, Director Bass is seeking permission to hire a new work study student.
 - ii. Callie Langton moved to approve the hiring of a new work study student. Kim Sweetman seconded. All in favor. Motion passed.

10. Annual Appeal

- a. The Trustees' public plea for funds to replace the Town's cuts to the Library budget for 2026 has been very successful.
- b. The \$10,000 matching grant from an anonymous donor which began on December 13 has already been matched. During the period December 13, 2025, and January 14, 2026, donors contributed almost \$13,400.
- c. Because the newly raised funds will allow the Library to replenish the 2026 materials budget cut by the Town, the Trustees are considering restoring the services previously earmarked for curtailment for 2026, including retaining the Hoopla subscription database, restoring the elimination of 5.5 staff hours, and possibly opening the Library 30 minutes earlier during the week.
- d. Public announcements of the fundraising campaign's success will be made once the details of the matching grant are finalized with the donor. The Trustees 2025-2026 fundraising campaign will officially end on March 31, 2026, and donations will continue to be graciously accepted until then.

11. 2025 Year End Budget Report

- a. Deferred until the February meeting

12. Adjournment

- a. Kim Sweetman made a motion to adjourn. Sudie Blanchard seconded. All in favor. Motion passed. Meeting adjourned at 7:04 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. February 11, March 11, April 8

Respectfully submitted,

Susan Wagner
Secretary