

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, January 27, 2021
6:45 pm
Meeting Held by Zoom

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

Absent: Carolyn Singer

Board Alternates: Stan Reczek, Susan Wagner

Observers/Guests: Susan Herhold (joined at 7:32 p.m.)

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
 - a) The meeting was called to order by Chair Charlotte Ramsay at 6:46 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - a) Charlotte Ramsay appointed Stan Reczek as a voting trustee in the absence of Carolyn Singer.
- 3) Approval of Meeting Agenda
 - a) A motion to approve the agenda was made by Robin Glasser and seconded by Anne Knight. All were in favor. Motion passed with additions
- 4) Annual Evaluation of Library Director –Nonpublic Session per RSA 91-A:3, II (a)
 - a) Nancy Webb made a motion to enter nonpublic session, Seconded by Erik Waddell. All voted yes. Entered nonpublic session at 6:50 p.m. Returned to public session at 7:20 pm.
- 5) Discussion and consensus on Library goals for 2021
 - A. Sheryl proposes these goals for herself as Director.
 - 1) Enhance financial and operational efficiencies (budget management, tracking expenditures, agreements with suppliers, etc.).
 - 2) Write new policies as needed and revise/review existing policies in conjunction with the Policy Committee. Ensure that all policies are on the Library website.
 - 3) Implement the third year of our current Technology plan and, in conjunction with the Technology Committee create a new 3-year plan for 2022-24.
 - 4) Create job descriptions for the Library Staff, particularly for the 3 full-time employees.
 - 5) Make good progress on the Strategic Plan planning process.
 - 6) The Board reached consensus that these five goals are appropriate for the library director
 - B. Possible goals for the Board of Trustees
 - 1) Create and effectively use Board Committees to improve Board functioning.
 - i. Currently have 3 committees (Policy, Budget/Finance, Technology). Sheryl & Chair propose 2 more: Personnel Committee and Financial Planning Committee (to plan the effective use of Trustee Funds, research and propose ideas to the Board)

- ii. Chairwoman Ramsay explained that the Board would meet once a month and committees would meet regularly as well.
- iii. The Board reached consensus that meeting once a month with regularly scheduled committee meetings. Specific committees will be determined later.

2) Make good progress on the Strategic Plan planning process.

6) Library Strategic Plan Planning Committee –The Board discussed the following topics:

- a) Who should be on the Committee? (Sheryl, Erik, Robin, and Stan are the initial members.)
- b) Timetable—depends somewhat on Covid restrictions
- c) What do we hope to achieve?
- d) Marketing the Strategic Plan to the Community

7) Adjournment

- a) Charlotte Ramsay made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed.
- b) Meeting adjourned at 8:22 p.m.

Respectfully submitted by Andrew Sharp

Future meetings begin at 6:45 via zoom

Wednesday, February 10, 2021

Wednesday, March 10, 2021

Wednesday, April 14, 2021

Wednesday, May 12, 2021

Nonpublic Session Minutes
[Durham Public Library Board of Trustees]

Date: 01/27/2021

Members Present: Robin Glasser _____
Anne Knight _____
Charlotte Ramsay _____
Stan Reczek (board alternate) _____
Andrew Sharp _____
Erik Waddell _____
Nancy Webb _____

Motion to enter Nonpublic Session made by Nancy Webb, seconded by Erik Waddell.

Specific Statutory Reason cited as foundation for the nonpublic session:

 X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call vote to enter nonpublic session:	Robin Glasser	<u>Y</u>	N
	Anne Knight	<u>Y</u>	N
	Charlotte Ramsay	<u>Y</u>	N
	Stan Reczek	<u>Y</u>	N
	Andrew Sharp	<u>Y</u>	N
	Erik Waddell	<u>Y</u>	N
	Nancy Webb	<u>Y</u>	N

Entered nonpublic session at 6:50 p.m.

Other persons present during nonpublic session:

Susan Wagner, former library director and likely future trustee.

Description of matters discussed:

The Board discussed the evaluation of the library director Sheryl Bass and possible changes in compensation. No decision was reached on changes to compensation.

Motion to leave nonpublic session and return to public session by Erik Waddell, seconded by Anne Knight.

Motion: PASSED / Did not pass (circle one)

Re-entered public session at 7:20 pm.

Respectfully submitted, Andrew Sharp, Secretary