

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, October 14, 2020
6:45 pm
Meeting held via Zoom

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

Board Alternates: Martie Gooze

Observers/Guests: Nicole Cardwell, Stan Reczek

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:50 p.m.
2. Chair appointment of Alternate Trustee not needed. All Trustees present
3. Introduction of Stan Reczek and Nicole Tocco Cardwell who are interested in serving as Alternate Trustees
4. Approval of meeting agenda
 - a. Nancy Webb made a motion to approve the agenda. Carolyn Singer seconded.
 - b. All were in favor. Motion passed with agenda amended.
5. Approval of minutes (9/9/20 and 9/23/20)
 - a. Carolyn Singer made a motion to approve the minutes for 9/9/2020. Anne Knight seconded. All were in favor. Motion passed with minutes amended.
 - b. Carolyn Singer made a motion to approve the minutes for 9/23/2020. Anne Knight seconded. All were in favor. Motion passed.
6. Public Comments/Public Correspondence
 - a. Margo received a nice card and chocolate from an interlibrary loan user.
 - b. Compliments from Ellen about the increase in books by diverse authors
7. Friends' Report – Susan Herhold
 - a. Friends have enough money for 2021, but will need to raise money for 2022.
 - b. Contacted by owner of Victor Hugo bookstore who purchased \$300-\$400 worth Worth of used books from the Friends' Bookstore.
 - c. Donated \$149 for book bags, \$310 for the patch program and \$150 for adult guitar lessons.
8. Treasurer's Report for September 2020 – Anne Knight
 - a. Andrew Sharp made a motion to approve unanticipated revenues of \$74.60. Anne Knight seconded. All were in favor. Motion passed.

9. Approval of corrected Treasurer Reports for February-August 2020

- a. Chairwoman Charlotte Ramsay recommended that the Board of Trustees vote to accept treasurer's reports.
 - i. Robin Glasser made a motion to accept the treasurer's reports from January to September of 2020. Anne Knight seconded. All were in favor. Motion passed.
 - ii. The board will vote to accept the treasurer's report each month from now on.

10. Director's Report

- a. See written report
 - i. Will send report after meeting
- b. Durham Public Works replaced several lights around building with LED lights.
- c. Local high school honors students volunteered to perform some maintenance in the rain garden
- d. Sheryl Bass showed some "kits" that the youth services department is creating for families. Kits have themes such as Cursive Writing and Knitting.
 - i. Currently creating themed backpacks as well.
- e. Nick Gagnon has been helping to create videos for the library, including a video on how to turn an old, damaged book into a pumpkin.
- f. Lisa Kleinmann is interested in creating a family seating area and possibly a tablet kiosk in the children's section stacks.
- g. Nick and Lisa are attempting to use the 3D printer to create replacement parts for the book carts.
- h. Planning Summer Reading for 2021 is already under way.
- i. Sheryl continues her outreach to Bagdad Woods and will meet with representative from Riverwoods soon.
- j. Sheryl projects that hoopla and Kanopy costs will reach \$7000 of the budgeted \$10,000.
- k. 73% of town allocation has been spent. Sheryl projects the library will be right on target.

11. Summary of modifications to the proposed 2021 Budget

- a. Sheryl submitted a revised budget to Gail with a line item of \$750 for staff development instead of \$2750.
 - i. Probably no travel to ALA as conferences will be virtual
- b. Also eliminated \$1000 in print subscriptions.

12. Interlibrary Loan

- a. Up and running and working well.

13. Discussion and vote on purchase of IT equipment (computers, projector)

- a. Recommended purchase of 4 children's desktop computers, 4 adult desktop computers, 3 adult laptop computers along with relevant software and licenses for a total of \$13,645.20.

- b. Carolyn Singer made a motion to accept the Technology Committee's recommendation to spend no more than \$15,000.00 on IT purchases. Robin Glasser seconded. All were in favor. Motion passed.
- 14. Discussion and vote on whether to expand Library services or continue at current level (Opening Library to meetings, allowing more patrons in and for a longer time, opening Café and Bookstore, etc.)
 - a. Sheryl Bass shared polling results from questions asked of DPL staff
 - b. Recommended no changes be made to current guidelines
 - c. Erik Waddell made a motion to accept Sheryl Bass's recommendation that no changes be made to current library restrictions (Phase 2, Step 1). Nancy Webb seconded. All were in favor. Motion passed.
- 15. Discussion with candidates for Alternate Trustee positions
 - a. The Board of Trustees reached consensus to recommend Nicole Cardwell and Stan Reczek as alternate trustees to the town council.
- 16. 13. ADJOURNMENT
 - a. Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8:30 p.m.

Future DPL Board Meetings (via zoom)

Wednesday, November 18, 2020 (since 11/11 is Veterans Day)

Wednesday, December 9, 2020

Respectfully submitted,
Andrew Sharp, Secretary