

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, October 14, 2021
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Stan Reczek, Erik Waddell, Robin Glasser, Charlotte Ramsay, Andrew Sharp, Martie Gooze

Absent: Susan Wagner, Lai Jenkins

Board Alternates: Kam Damtoft,

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

1. The meeting was called to order by Chair Charlotte Ramsay at 6:50 p.m.
2. Charlotte Ramsay appointed Kam Damtoft to act as a voting trustee in place of Susan Wagner.
3. Approval of Meeting Agenda
 - a. A motion to approve the agenda was made by Erik Waddell and seconded by Martie Gooze. All were in favor. Motion passed with amendments.
 - b. Will not discuss item 9b or 12 this evening. Both will be tabled till November.
4. Discussion led by Facilitator Ruth Kowal
 - a. Purpose: provide the BOT with an overview and timeline for the planning process
 - i. Community Conversations
 1. Hopes and aspirations for the community
 2. Challenges to reaching aspirations
 3. Survey of residents
 - ii. Survey
 1. Ruth Kowal recommends against mass mailings.
 - iii. Library Input
 1. Sheryl Bass has already started gathering input from Friends of the Library. Will complete that process later in October.
 - iv. Drafting of Plan
 - v. Adoption by Board of Trustees
 1. Target is January 2022
5. Approval of minutes of 09/09/2021
 - a. Robyn Glasser made a motion to approve minutes from 09/09/2021. Erik Waddell seconded. Martie Gooze abstained, all other trustees were in favor. Motion passed.
6. Public Comments/Public Correspondence
 - a. Email from patron of the Children's library asking when space would open for crafts programs. Sheryl Bass responded that the library is waiting until children ages 5-11 can be vaccinated.

7. Friends' Report – Susan Herhold
 - a. Friends are giving input on the strategic plan.
 - i. Beth Newkirk and Sheryl Bass ran a focus group
 - b. Gift and donation policy/procedures
 - c. Opened for nominations for officers
 - d. Book store has been open for several months. Sales have increased each month since it opened, but are still not up to pre-pandemic sales
 - e. There's now a core group of Friends ready to assist/work on the bookstore.
 - f. Salvation Army stopped picking up books – no one available to drive the truck
 - i. Discovery books is now taking the Friends and the library's discarded books
 - g. Friends are exploring having a small book sale.
 - h. Kam Damtoft suggested having a flyer at the Swap Shop letting people know about the Friends book shop
8. Treasurer's Report for September 2021—Erik Waddell
 - a. See Treasurer's Report
 - i. Stan Reczek made a motion to accept the treasurer's report. Martie Gooze seconded. All were in favor. Motion passed.
9. Director's Report –Sheryl Bass
 - a. See Library Director's Report
10. Discussion/action items from Director's Report
 - a. Hiring recommendation for a Library Assistant, Youth Services – Kelly Montagano
 - i. Erik Waddell made a motion to hire Kelly Montagano as a library assistant for 24 hours per week. Kam Damtoft seconded. All were in favor. Motion passed.
 - b. Budget Modifications Proposed FY2022 Library Operating Budget – Emerging Technologies Position
 - i. Town of Durham has decided not to share the IT position with the library.
 - ii. An IT position is badly needed by the library.
 - iii. Erik Waddell made a motion to approve the posting of a 20-hr/wk. position for emerging technologies at up to \$25/hour. Robyn Glasser seconded. All were in favor. Motion passed.

11. Review of COVID protocols at the DPL – No changes are recommended.
 - a. The Board agreed with the recommendation not to change restrictions.

Erik Waddell left the meeting at 9:05 p.m.

12. Review and approval of DPL 2022 Annual Appeal Letter

13. Adjournment

- a. Kam Damtoft made a motion to adjourn. Martie Gooze seconded. All were in favor. Motion passed.

Future meetings **(in-person)** 2nd Thursday of each month **6:45 pm.** November 10, 2021 (Note: Wednesday meeting to avoid Thursday holiday), December 9, 2021, January 13, 2022.

Respectfully submitted by Andrew Sharp

