DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Thursday, November 12, 2026
6:00 pm
Heritage Room

In Attendance: Robin Glasser, Callie Langton, Beth Newkirk, Susan Wagner

Board Alternates: Laura Mason, Joe Warzin

Absent: Trustees Sudie Blanchard, Kat Gatcomb, Kim Sweetman; Alternate Trustee Martie Gooze

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

1. **Call to order**
    a. Chair Robin Glasser called the meeting to order at 6:01 p.m.
        i. A quorum of 5 was physically present.

2. **Chair appointment of Alternate Trustee to serve as voting member, as needed**
    a. Chair Robin Glasser appointed Alternate Trustees Laura Mason and Joe Warzin as voting Trustees in the absence of Trustees Sudie Blanchard and Kat Gatcomb.

3. **Approval of meeting agenda**
    a. Susan Wagner moved to approve the meeting agenda, as amended below. Joe Warzin seconded. All were in favor. Motion passed.
        i. The day of the meeting was corrected from Wednesday to Thursday, November 12, 2026.

4. **Public comments/Public correspondence**
    a. Director Sheryl Bass indicated that there were no public comments or correspondence in the past month.

5. **Approval of October 14, 2026, meeting minutes**
    a. Beth Newkirk moved to approve the minutes, as presented. Laura Mason seconded. All were in favor. Motion passed.

6. **Friends of the Library report**
    a. The Friends group has not met since the previous Trustee meeting in September.
    b. Trustee Beth Newkirk mentioned that, according to Friends Book Sale Coordinator Mary Lou Campbell, the recent book sale netted approximately $1,300.
    c. The next book donation week is November 30 – December 5, 2026.

7. **Treasurer's report for October 2026 — Robin Glasser on behalf of Kat Gatcomb**
    a. See Treasurer's Report for complete details.
    b. Chair Robin Glasser reviewed the line items in the October budget submitted by Kat Gatcomb.
    c. Joe Warzin moved to accept the Treasurer's Report, as presented. Callie Langton 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. Facilities updates
            1. The newly located USPS mailbox was installed on October 30.
            2. HVAC service was completed during the week of October 19.
            3. A special contractor was brought in to update the firmware on the fire alarm sensor.
        ii. Adult programming updates
            1. Adult programming this month held 3 successful programs in collaboration with Sustainable Durham/UNH capstone students, Land Stewardship Coordinator Veronique Luddington, and the Durham Human Rights Commission.
            2. Assistant Director Audra Lewis and Programming/Outreach Assistant Debbie Jarvis led two very successful Kinusaiga workshops and have added a third evening session.
            3. Director Bass was very complimentary of the work Debbie Jarvis has been doing to collaborate with other groups in Durham.
        iii. Youth programming updates
            1. The Friends of the Library funded two projects during October:
                a. The addition of new Tonies and YOTO cards, along with a new Tonie player
                b. Due to a significant increase in middle school students using the teen space, staff have expanded passive programming, teen reading incentives, and other programs.
            2. Following the graduation of the Library's four Teen Advisory Board members, the Library recruited three new members this year, with a possible fourth joining.

iv. Budget
    1. Director Bass and Assistant Director Audra Lewis made an initial budget presentation to the Town on November 9. A second presentation to the Town Council by Director Bass is scheduled for November 16. Chair Glasser will also attend.
    2. The Library has spent 86% of its annual budget which is on target for the year.
v. Other
    1. Several Library staff attended conferences and meetings during October.
    2. The Library upgraded its timekeeping software for additional functionality and better efficiency.
    3. The Community Survey stalled due to a technical issue with Survey Monkey. Staff are proceeding with a workaround.
    4. The Library received two grants through the NH Charitable Foundation totaling $5,000.

9. Director's action items

a. Selection of a language learning platform
    i. Quotes have been received from the Library's current vendor Mango ($1,782.33 @ 5% off) and LingQ ($1,000). Staff are awaiting a third quote from Transparent Language. A decision on a language learning platform will be made at the December Trustees meeting before the end of the calendar year.

10. Consensus for staff holiday bonus

a. Chair Glasser reviewed the staff bonuses for the past two years. For 2024 and 2025 each permanent and regular staff member received $150.
b. At Beth Newkirk's suggestion the Trustees agreed that the staff holiday bonus should be increased to $175 for all permanent workers and all regular staff.

11. Set holiday schedule and staff development days for 2027

a. The Library's holiday schedule matches the Town holiday schedule for 2027, with the following exceptions:
    i. Juneteenth (library open Jun 18; closed Jun 19); staff receive a floating holiday.
    ii. Thanksgiving (Wed, Nov 24, close at 2:00 PM); (Thurs/Fri, Nov 25/26 closed); (Sat, Nov 27, open 10:00 AM - 2:00 PM)
    iii. Christmas (Fri, Dec 24, close at 2:00 PM) & New Years (Fri, Dec 31, close at 2:00 PM) Closed Sat, Dec 25 and Sat, Jan 1, 2027).
b. Only one staff development day will be scheduled for 2027. The date is Friday, March 26, 2027.

c. Callie Langton moved to accept the 2027 Library holiday schedule and staff development day schedule, as amended above. Beth Newkirk seconded. All in favor. Motion passed.

12. Non-Public session in accordance with RSA-91-A:3, II (a) for the purpose of compensation of an employee.

a. The Board entered non-public session at 7:02 p.m.
b. The Board re-entered public session at 7:39 p.m.

13. Adjournment

a. Chair Glasser made a motion to adjourn. Joe Warzin seconded. All in favor. Motion passed. Meeting adjourned at 7:42 p.m.

Future meetings 2nd Wednesday of each month 6:00 pm. Dec. 9; Jan. 13, 2027; Feb. 10, 2027

Respectfully submitted,

Susan Wagner
Secretary