Durham Public Library

Board of Trustees Meeting Minutes

Wednesday, November 18, 2020

6:45 pm

Meeting Held by Zoom

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In Attendance: Charlotte Ramsay, Robin Glasser, Nancy Webber, Carolyn Singer, Anne Knight, Erik Waddell, Andrew Sharp (arrived 7:25)

Board Alternates: Martie Gooze, Stan Reczek, Nicole Cardwell

Observers/Guests: Susan Herhold (Friends liaison)

Library Staff: Library Director Sheryl Bass

1. Call to order
   1. Chairwoman Charlotte Ramsay called the meeting to order at 6:45 p.m.
2. Chair appointed Martie Gooze and Stan Reczek to serve as voting Trustees until Andrew Sharp and Erik Waddell arrive.

Stan Reczek and Nicole Cardwell, our new Alternate Trustees, were welcomed.

1. Approval of meeting agenda.
   1. Martie Gooze moved to approve the agenda, Anne Knight seconded, approved unanimously.
2. Approval of minutes (10/14/20)
   1. Anne Knight made a motion to approve the minutes, Nancy Webb seconded, approved unanimously.

1. Public Comments/Public Correspondence
   1. A note was received from Joan Drapeau praising the work the Town DPW has done on the library grounds. The feedback will be passed on to the DPW.
   2. Information was received from a library in Maine regarding the circulation of their “library of things”. Director Bass would like to undertake a similar project and it was agreed that this could be an appropriate use of the Schoonmaker memorial funds.
   3. Kim Finley from Dover requested to place copies of the Watchtower at the Library. Director Bass declined as library policy does not allow literature specific to particular religions.
   4. A note was received from Riverwoods Durham thanking DPL for the donation of large print books to the Riverwoods library.
   5. A note was sent to the children’s department saying how much they missed seeing the children’s librarians in person.

(Erik Waddell arrived, so Stan Reczek was no longer a voting trustee.)

1. Friends’ Report – Susan Herhold

Susan Herhold reported that the Friends have been discussing fundraising ideas, including incentives to donate to the group. The Friends are considering mailing personalized postcards for their February campaign and are considering raising the dues to $25 (from $20.) Lastly, according to the Friends By-laws, they need to hold an annual meeting in January.

Andrew Sharp arrived and so Martie Gooze was no longer a voting trustee.

1. Treasurer’s Report for October 2020 – Anne Knight
   1. Nancy Webb made a motion to accept unanticipated revenue of $147.81, Robin seconded. All were in favor. Motion passed.
   2. Appoint Erik Waddell as Assistant Treasurer and authorize him to sign checks
      1. Nancy Webb made a motion to approve Erik Waddell’s appointment as Assistant Treasurer with authorization to write checks on behalf of the Durham Public Library Board of Trustees from the funds held by the Trustees. Carolyn Singer seconded. All were in favor. Motion passed.
   3. Discussion of use of money in the Prior Year Annual Appeal Subaccount. Possible transfer to Facilities Fund and/or Unrestricted Operations Fund

1. Director’s Report
   1. Windows are very dirty. Should they be cleaned? Carolyn Singer suggested that Sheryl check Oyster River Services page on Facebook for new cleaner in Lee. The Board agreed the windows should be cleaned.
   2. DPL continues to produce virtual programs. Have partnered with Parks & Rec for online adventure program.
   3. Guided Meditation program on Sunday evenings is very well-attended.
   4. Jess & Kevin working on virtual book groups, especially focused on folks who are not able to usually attend book groups.
   5. Interlibrary loan has “gone bananas” since it has re-started.
   6. New Logo
   7. CD’s are being archived and moved to the basement. Sheryl expects pushback/controversy from the few heavy users.
   8. Bragdon maps don’t seem like a good fit for DPL’s collection. Few people come to DPL for maps and DPL doesn’t have facilities to store or display. Sheryl and Jess are considering starting to find a new home for them. Carolyn recommended Sheryl consult Janet Mackie and Nancy Sandberg at Durham Historical Association to find out more about how they came to DPL.
   9. Budget update – 2020 spending relative to budget is pretty much on target.
   10. Proposed 2021 Library Budget slated for discussion at Town Council 11/30/20

1. Discussion and vote on 3 technology purchases:
   1. Local server replacement: Luke is not suggesting the server be replaced, but to add a domain controller for a back-up for redundancy in case anything happens to the server itself. The purchase will prevent a catastrophic loss if the server were compromised. Erik Waddell made a motion to purchase a second domain controller at a price not to exceed $2500. Anne Knight seconded. All were in favor. Motion passed.
   2. Mobile hot spots for loan to patrons: Sheryl recommended that DPL starts with 2 hot spots, which are very affordable through a NH State Library contract from T Mobile. Would complement with laptops available for check out. $705 per year for 2 hot spots. The hot spot device is free, but the service is $29.40/month. Sheryl is considering making the loan period 3-7 days. Erik Waddell made a motion to accept the library director’s recommendation to purchase 2 internet hot spots through T Mobile at an annual cost of $705, plus $180 in case of loss, theft or damage of devices. Robin Glasser seconded. All were in favor. Motion passed.

(Carolyn Singer left the meeting at 8:02 p.m. Martie Gooze was re-appointed as a voting trustee.)

* 1. Zendesk (help desk ticketing software system): Erik Waddell made a motion to approve the purchase of a Zendesk license for the annual cost of $1500. Martie Goose seconded. All were in favor. Motion passed.

1. Discussion and vote on whether to curtail Library services or continue at current level

given the upsurge in Covid-19 cases.

* 1. Charlotte Ramsay made a motion to keep services at the current level and that the Library Board empowers Sheryl Bass to make changes in service levels as she deems appropriate. Nancy Webb seconded. All were in favor. Motion passed.

1. : Update on the 2020-21 Annual Appeal - Robin Glasser and Sheryl Bass
   1. Letters should have all been mailed by 11/12/20.
   2. Outreach to Riverwoods was successful.
   3. Publicity via Friday updates, library E-news, Poster in DPL lobby, bookmarks PayPal
2. Discussion and vote on the 2021 Holiday and Staff Day proposed schedule.
   1. Erik Waddell made a motion to accept the proposed 2021 Holiday and Staff Day schedule. Robin Glasser seconded. All were in favor. Motion passed.

1. ADJOURNMENT
   1. Robin Glasser made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8:46 p.m.

Future DPL Board Meetings (via zoom)

Wednesday, December 9, 2020

Wednesday, January 13, 2021

Respectfully submitted by Andrew Sharp (with assistance from Robin Glasser)