

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, February 10, 2021
6:45 pm
Meeting Held by Zoom

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

Board Alternates: Stan Reczek, Martie Gooze

Observers/Guests: Susan Herhold and Susan Wagner

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
 - a) The meeting was called to order by Chair Charlotte Ramsay at 6:47 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - a) All trustees present, no alternates needed.
- 3) Approval of Meeting Agenda
 - a) A motion to approve the agenda was made by Anne Knight and seconded by Robin Glasser. All were in favor. Motion passed.
- 4) Approval of Minutes
 - a) Anne Knight made a motion to approve the minutes from the 1/13/2021 meeting. Robin Glasser seconded. All were in favor. Motion passed with 2 corrections
- 5) Public Comments/Public Correspondence
 - a) Staff of the library sent a thank you letter to the trustees for the holiday time bonus
 - b) Email from Robin Mower with suggestions about the DPL Trustees web page
 - c) Email from Durham resident letting library know that they do not need to quarantine books
- 6) Friends Report – Susan Herhold
 - a) Annual Meeting was held February 3rd
 - i) The Friends elected new officers and discussed a range of possible activities for the upcoming year.
- 7) Treasurer's Report – Anne Knight
 - a) Robin Glasser made a motion to accept and approve the Treasurer's Report. Nancy Webb seconded. All were in favor. Motion passed.
- 8) Library Director's Report – Sheryl Bass
 - a) Catastrophic Internet failure on 2/10/2021.
 - i) Has been resolved.
 - b) Sheryl pointed out that even though 2020 was hard on everybody, the library was able to deliver programs successfully.
 - A. Review and approve 2021 goals for the Library Director

- 9) Nancy made a motion to accept the library director's goals for 2021. Erik Waddell seconded.
a) All were in favor. Motion passed
- 10) Continued discussion of Board 2021 goals and Board committees
- a. Create and effectively use Board committees to improve functioning.
 - b. Proposed committees:
 - i. Finance and Technology (Erik, Anne, & Susan)
 - ii. Policy/Personnel (Charlotte, Andrew, & Robin)
 - iii. Strategic Plan Planning Committee (Erik, Robin & Stan)
 - iv. Special Projects Planning – on hold for the time being
 - c. Trustees reached consensus that the Finance and Technology and Policy/Personnel Committees will be the 2 standing committees moving forward.
 - d. Sheryl Bass asked about using trustee funds to make an outdoor story time area on library grounds near the entrance to the story walk.
 - a. Trustees reached consensus that Sheryl Bass should move ahead with developing this area
 - e. Make good progress on the Strategic Plan planning process
 - f. Decide on the appropriate use of the Bill Schoonmaker memorial funds and begin using. Chairwoman Charlotte Ramsay proposed that some of the Schoonmaker Memorial funds be used to create a Library of Things. The Board agreed to further research the idea.
 - g. Update and revise Board of Trustee bylaws
 - h. Erik Waddell made a motion to accept the four Board Goals for 2021. Robin Glasser seconded. All were in favor. Motion passed.
11. Report from the Strategic Plan Planning Committee (Erik, Robin, Stan, Sheryl)
- a. Adopted the library's mission statement as a blueprint for the plan
 - b. Identified a list of stakeholders to interview
 - i. Began a list of interview questions for stakeholders
12. The evaluation of the Library Director
- a. Evaluation was reviewed and signed by Director and Board Chair 2/5/2021.
 - b. Continuing discussion of ways to recognize/reward Director's excellent performance Nonpublic Session per RSA , 91-A:3, II (a)
 - c. Erik Waddell made a motion to go into nonpublic session per RSA, 91-A:3, II (a) to discuss ways to recognize/reward Director's excellent performance. Carolyn Singer seconded. All were in favor. Motion passed. Nonpublic session entered at 7:58 p.m.
 - d. Erik Waddell made a motion to leave nonpublic session. Carolyn Singer seconded. All were in favor. Motion passed. The Board exited nonpublic session at 8:25 p.m.
 - e. Erik Waddell made a motion to award a bonus of \$1000 to the Library Director for Outstanding Service, especially during the COVID-19 Pandemic. Anne Knight seconded. All were in favor. Motion passed.
13. Adjournment
- a. Carolyn Singer made a motion to adjourn. Nancy Webb seconded. All were in favor. Motion passed. Meeting adjourned at 8:30 p.m.

Respectfully submitted by Andrew Sharp

Future meetings on the second Wednesday of each month begin at 6:45 via zoom.

March 10, 2021, 4/14/21, 5/12/21, 6/9/21, 7/14/21

