

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, February 11, 2026
6:00 p.m. Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb, Robin Glasser, Callie Langton, Beth Newkirk, Kim Sweetman, Susan Wagner

Board Alternates: Laura Mason, Joe Warzin

Absent: Alternate Trustee Martie Gooze, Friends Liaison Linda Johnson

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:00 p.m.
 - i. A quorum of 5 trustees was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. All Trustees were present at the meeting.
3. Approval of meeting agenda
 - a. Kim Sweetman moved to approve the meeting agenda, as modified below. Sudie Blanchard seconded. All were in favor. Motion passed.
 - i. Addition of Item 13. Adjournment
4. Public Comments/Public Correspondence
 - a. Director Sheryl Bass reported lots of positive feedback from patrons regarding the Annual Appeal.
5. Approval of January 14, 2026 Meeting Minutes
 - a. Sudie Blanchard moved to approve the January 14, 2026, minutes, as presented. Callie Langton seconded. All were in favor. Motion passed.
6. Treasurer's Report for January 2026— Kat Gatcomb
 - a. See Treasurer's Report for complete details
 - b. Beth moved to accept the Treasurer's Report, as presented. Kim seconded. All in favor. Motion passed.

- c. Kat received a tax form for the Trustees and will consult with Director Sheryl Bass and the Town regarding filing taxes.
- d. Chair Robin Glasser commented that, due to the cuts in the Library's collections budget by the Town Council, and the Library's subsequent additional appeal to our donors, the Trustees have collected more than twice the amount in Annual Appeals funds than was anticipated. There was a brief discussion about how to allocate the funds which are over and above the 2026 budgetary deficit, but no decisions have been made at this time. The 2025-2026 Annual Appeal period ends on March 31, 2026.

7. Director's Report –Sheryl Bass

- a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. After being out of service for approximately three weeks, the Library elevator has been repaired.
 - ii. A new power inverter was installed for the solar panels on the Library roof.
 - iii. Because the Town has had to rely on third-party contractors for snow removal this winter, the quality of the work has been uneven, leaving parking spaces obscured and creating a pothole in one of the front spaces. DPW has been responsive to remedy the problems.
 - iv. January's Bruce Mast art exhibit was extremely well received.
 - v. Gale Carey's Community Café presentation "Walking Scotland: The John Muir Way" was very well attended (41 participants).
 - vi. The Oyster River Community Reads (ORCR) Kick-Off event occurred recently, and the Library will be hosting an ORCR workshop on Chinese Acupuncture on February 17.
 - vii. The first Tiny Tales Book Club for grades K and 1 drew 20 attendees.
 - viii. Youth Services applied for and received a Play Based Learning kit and grant valued at \$500.
 - ix. The Library has currently spent 8.5% of its 2026 allocated operating budget.
 - x. Assistant Director Audra Lewis is on vacation from February 7-14.
 - xi. A Princeton Area Community Foundation Grant has been awarded to the Library at the behest of a community member.
 - xii. The Library had a reportable workers compensation claim filed on behalf of an employee who got foreign material in her eye while removing hanging decorations from the ceiling. No permanent harm was done.
 - xiii. An incident of fist fighting in the youth department was resolved by speaking with both children's parents. Both minors were suspended from the Library for 3 days.
 - xiv. An accommodation meeting was conducted for an employee suffering from mental health issues recently.

8. Director's Action Items

- a. Approve hiring another staff substitute
 - i. Director Sheryl Bass recommended that the Library hire Addison Nalen as a per-diem Substitute Library Assistant at a rate of \$15.00 per hour. Addison previously worked at the Library as a Work Study Clerk, during which time she demonstrated strong reliability, competence, and professionalism.
 - ii. Beth Newkirk moved to recommend that the Library hire Addison Nalen as a per-diem Substitute Library Assistant at a rate of \$15.00 per hour. Sudie Blanchard seconded. All in favor. Motion passed.
- b. Obtain quotes to clean windows
 - i. Director Sheryl Bass sought approval to obtain quotes to clean the Library windows which have not been cleaned for at least 6 years.
 - ii. There was board consensus to obtain quotes.
- c. Carpet cleaning
 - i. Director Sheryl Bass sought approval to obtain quotes for carpet cleaning.
 - ii. There was board consensus to obtain quotes.
- d. Revision to Circulation Policy to include language for damaged items
 - i. The Circulation Policy was modified to include language about the disposition of lost or damaged materials (Sections 2. Borrower Responsibilities, 8. Loan Rules, and 10. Lost, Damaged, or Retained Item fees).
 - ii. Kim Sweetman moved to amend the Circulation Policy to include language about the disposition of lost or damaged materials. Susan Wagner seconded. All in favor. Motion passed.

9. 2025 Year-End Budget Report

- a. See the Q4 FY2025 Budget Update 20260211.
- b. 2025 budget was overspent by a total of \$2,067, largely because of overspending on substitute hours.

10. Approve Professional Development Funds for PLA Conference, March 30 - April 4, 2026

- a. After a brief discussion the board recommended increasing Director Sheryl Bass's proposed spending plan for the PLA Conference to include food for 2 days @\$92 and 2 days @\$69 (total of \$322). Further, the board recommended overall funding up to a total of \$2,500.
- b. Kim Sweetman moved to increase the daily food amounts as recommended above, and to allocate up to \$2,500 for Director Sheryl Bass to attend the PLA Conference in Minneapolis, MN, from March 30 – April 4, 2026. Callie Langton seconded. All in favor. Motion passed.

11. Annual Evaluation of Library Director; *Non-Public Session in accordance with RSA-91-A:3, II*

- a. The Board entered non-public session at 7:18 p.m.

- b. The Board re-entered public session at 7:32 p.m.
- c. Chair Robin Glasser moved to accept the recommended performance bonus of \$1,500, to be paid from the Unrestricted Operations Fund, for Director Sheryl Bass, for her outstanding work in 2025. Callie Langton seconded. All in favor. Motion passed.

12. Review of Director's Goals for 2026

- a. Director Sheryl Bass proposed three SMART goals (Specific, Measurable, Achievable, Relevant, Time-Bound), including,
 - i. Community Needs Assessment
 - 1. Design, distribute, and analyze a comprehensive community needs assessment survey to gather actionable feedback on library resources, services, collections, programs, facilities, and barriers to access.
 - ii. HVAC Noise Mitigation
 - 1. Implement lower-cost HVAC noise mitigation strategies in key public meeting and program spaces to reduce sound-related barriers and improve accessibility for patrons with hearing loss and sensory sensitivities.
 - iii. Grant Funding & Strategic Alignment
 - 1. Research, identify, and pursue grant funding opportunities that support the Library's mission of information access, literacy, lifelong learning, and cultural engagement.
- b. Kim Sweetman moved to approve Sheryl's goals. Sudie Blanchard seconded. All in favor. Motion passed.

13. Adjournment

- a. Callie Langton made a motion to adjourn. Susan Wagner seconded. All in favor. Motion passed. Meeting adjourned at 8:00 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. March 11, April 8, May 13

Respectfully submitted,

Susan Wagner
Secretary