

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, October 13, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser (Chair), Martie Gooze, Nancy Lambert, Charlotte Ramsay, Andrew Sharp (Vice-Chair), Erik Waddell (Treasurer), Susan Wagner (Secretary)

Board Alternates: Kam Damtoft, Lai Lai Jenkins, Kim Sweetman

Absent: Beth Newkirk (Friends Liaison)

Observers/Guests: Joan Drapeau

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:47 p.m.
2. Chair appointment of Alternate Trustee to serve as voting member (if needed)
 - a. All Board members were present for the meeting. No Alternates needed to be appointed.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda, as amended with corrected numbering. Martie Gooze seconded. All were in favor. Motion passed.
4. Public comments/public correspondence
 - a. Joan Drapeau spoke about the condition of the Library gardens which have deteriorated over time. She would like to see the Trustees fund a landscape company to initially restore the gardens, then perhaps maintain them on a monthly basis. Nancy Lambert suggested that the Library consult with the Town Agricultural Commission or other local resources to ensure the development of sustainable, pollinator friendly gardens.
 - b. The Library received a letter, which was also sent to the Town general mailbox, stating that libraries should be politically neutral organizations. The letter mentioned that by displaying a large poster for “Indigenous People’s Day” the Library and its staff were expressing a political viewpoint. Chair Robin Glasser responded to the letter, and there has been no further correspondence.

- c. Nancy Lambert mentioned that someone in the community commented that while the Library Trustee meeting minutes meet the minimum legal requirements, they do not include the details of discussions occurring during the meetings as many other Town boards include, nor is there video of the meetings. Topic will be added as a future agenda item.
- 5. Approval of September 8, 2022 meeting minutes
 - a. Charlotte Ramsay moved to approve the minutes. Erik Waddell seconded. Five were in favor; two abstentions since they were absent from the meeting. Motion passed.
- 6. Friends' Report – Sheryl Bass on behalf of Beth Newkirk
 - a. The Friends group will be celebrating its 25th anniversary with a reception in the community room of the Library on Wed, October 19, from 1:30-3:00PM.
 - b. The September book sale raised \$547 for the Friends.
- 7. Treasurer's Report for September 2022 — Erik Waddell
 - a. See Treasurer's Report for details.
 - b. Charlotte Ramsay moved to accept the Treasurer's Report, with the two amendments below. Martie Gooze seconded. All in favor. Motion passed.
 - i. Corrected the Annual Appeal heading dates to "22-23";
 - ii. Corrected the Facilities Fund balance from \$256,065.55 to \$265,065.55 in the 9/30/22 column.
 - c. Treasurer Erik Waddell recommended moving all current Trustee banking from M&T Bank to TD Bank as soon as practical. Both Chair Robin Glasser and Treasurer Erik Waddell will be designated as co-signers on the new accounts. He cited better rates of return, ease of use, and customer service as reasons for the move. Charlotte Ramsay moved the recommendation. Martie Gooze seconded. All in favor. Motion passed.
 - d. Charlotte Ramsay moved to invest a total of \$250,000 (\$200,000 from the Facilities Fund; \$50,000 from the Restricted Endowment Fund) to be invested in a 12-month CD at 3.14% APY as soon as practical. Andrew Sharp seconded. All in favor. Motion passed.
- 8. Director's Report – Sheryl Bass
 - a. See Director's Report for all details. Recently completed noteworthy items include:
 - i. Installation of two new and upgraded security cameras on 9/27/22.
 - ii. Installation of a new dehumidifier in the Friends basement storage area of the Library.
 - iii. Graciously accepted the donation of a custom-made bird house by Mr. Steven Fellows who used the Library's 3D printer to produce components of the bird house.

- iv. A very successful children's storytime program on Oct. 11 by 2 Durham Fire Department staff and their firetruck. A second program is scheduled for Oct. 14.
- v. As of September 30, 627 new patrons have been registered for library cards in 2022. If the rate continues, the Library will exceed its annual numbers over the last five years.

9. Action items from Director's Report

- a. Issuing refunds.
 - i. The Library's policies seem to be currently silent about refunds for lost and paid materials which may later be found and/or returned.
 - ii. Chair Robin Glasser authorized Director Sheryl Bass to issue refunds at her discretion for lost and paid materials which are later found and/or returned until the Personnel/Policy Committee reviews the Library's current policies, and the Board approves any changes. Erik Waddell seconded. All in favor. Motion passed.

10. Strategic Plan operations update. Deferred until November meeting.

11. Update from Personnel/Policy Committee

- a. Display Policy (new)
 - i. Charlotte Ramsay moved to accept the new Display Policy with the two changes mentioned below. Erik Waddell seconded the changed policy. All in favor. Motion passed.
 - ii. Remove the sentence on page 1, "It is the responsibility of the Library to provide a wide range of ideas, viewpoints, opinions, and information necessary for the functioning of a democratic society". Also, change the following sentence "The Library will strive..." to "The Library strives..."
- b. Art Policy (Revised) Deferred until November meeting.
- c. Staff request for professional development
 - i. Request from Kelly Montagano, Library Assistant, to fund an online course for Nature-Based Teacher Certification. The concept is to offer nature-based literacy education, e.g., nature class/storytimes.
 - ii. Martie Gooze moved the approval of the \$575 tuition for the course. Chair Robin Glasser seconded. All in favor. Motion passed.

12. Update from Finance & Technology Committee: implementing the plan.

- a. As reported earlier in the Director's Report, two new and upgraded security cameras were installed on 9/27/22. New software was included with the new digital recorder for the cameras which has improved the granularity and functionality of the recordings.

13. DPL 2023 Annual Appeal

- a. Bulk mailing status.

- i. Chair Robin Glasser reported that the Town no longer has its own bulk mailing permit. The Town contracts with a print shop to do its bulk mailing, and all printing must be done with that print shop. Because of the print shop's a la carte pricing schedule the cost to the Library for this service exceeds the cost of using USPS first class postage
- b. Reach consensus on letters and brochure enclosure.
 - i. Three versions of the appeal letter will be used – to past donors; to new residents; and to Riverwoods residents, excluding those who have donated to the appeal in the past, so they don't receive a double mailing. About 100 new Durham residents have been identified using the Library's subscription to the A-to-Z Database. It was especially noted that previous Riverwoods donors should not also receive a general donor letter.
 - ii. An updated brochure about the Library will be sent with each letter.
- b. Meet to address envelopes.
 - i. Packets will be distributed by Chair Robin Glasser to each Trustee who will notate each letter, and hand address, stamp and stuff (including a brochure) each envelop at their convenience at home, then mail via USPS. There will be no group meeting.

14. Adjournment

- a. Erik Waddell made a motion to adjourn. Martie Gooze seconded. All in favor. Motion passed. Meeting adjourned at 9:33 pm.

Future meetings 2nd Thursday of each month at **6:45 pm**. Nov. 10; Dec. 8, 2022; Jan. 12, 2023.

Respectfully submitted,

Susan Wagner
Secretary