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Durham Public Library
Board of Trustees Meeting Minutes
Thursday, November 10, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Martie Gooze, Nancy Lambert, Charlotte Ramsay, Andrew Sharp, Susan Wagner

Board Alternates: Kam Damtoft

Absent: Erik Waddell, Trustee; Lai Lai Jenkins, Alternate Trustee; Kim Sweetman, Alternate Trustee

Observers/Guests: Beth Newkirk (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chair Robin Glasser called the meeting to order at 6:45 p.m.
 - i. There were no remote attendees for the meeting.
2. Chair appointment of Alternate Trustee to serve as voting member (if needed)
 - a. Chair Robin Glasser appointed Alternate Trustee Kam Damtoft as a voting Trustee in Erik Waddell's absence.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda. Martie Gooze seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
 - a. Sheryl Bass received a note from John and Diana Carroll complimenting the library's performance.
5. Approval of October 13, 2022 meeting minutes
 - a. Andrew Sharp moved to approve the minutes as amended (minor wording changes). Charlotte Ramsay seconded. All were in favor. Motion passed.

6. Friends' Report – Beth Newkirk
 - a. The Friends 25th anniversary celebration on Wednesday, October 19, was well attended.
 - b. The Friends are starting to plan for the new calendar year. Their annual meeting will be held in January, followed by their annual membership drive in February.
7. 7:00 – 7:20 Non-Public Session per RSA 91-A:3, II(b) – Personnel evaluation update
 - a. Non-Public session started at 6:55PM.
 - b. Non-Public session ended at 7:23 PM at which time Trustee Erik Waddell joined the meeting and Kam Damtoft was no longer a voting Trustee.
8. Treasurer's Report —Erik Waddell
 - a. October monthly report
 - i. The October Treasurer's report presentation and approval was deferred until the December meeting.
 - b. Discussion, motion, and reaffirmation to move Trustee accounts from M&T Bank to TD Bank.
 - i. Reasons for the transition include ease of use of the TD Bank software; more competitive rates of return on accounts and CDs; the ability to write checks directly from sub-accounts; and no initial charge for new checks. Both Chair Robin Glasser and Treasurer Erik Waddell will be designated as co-signers on the new accounts.
 - ii. Martie Gooze moved to approve the transition of Trustee accounts from M&T Bank to TD Bank. Andrew Sharp seconded. All were in favor. Motion passed.
 - c. Discussion, motion, and reaffirmation to move a sum of money into CD accounts.
 - i. Erik Waddell moved to invest \$200,000 from the Facilities Fund into a 12-mo CD, and to invest \$50,000 from the Restricted Endowment Fund into another 12-mo CD. Charlotte Ramsay seconded. All were in favor. Motion passed.
 - d. Authorize Treasurer to transmit \$1,000 from the Prior Year Annual Appeal Fund to the Friends of the Durham Public Library, per an anonymous donor's intent. The donor meant to split a \$2,000 donation between the Nicole Moore Memorial Fund and the Annual Appeal.
 - i. Charlotte Ramsay moved to instruct the treasurer to write a check for \$1,326.00 from the Prior Year Annual Appeal Fund to the Friends of the Durham Public Library. These funds were donated in memory of Nicole Moore, and they are administered by the Friends. Erik Waddell seconded. All were in favor. Motion passed.
9. Director's Report –Sheryl Bass
 - a. See entire Director's Report. Recently completed noteworthy items include:
 - i. DPW repaired two leaks in the basement that became problematic after the torrential rains of late October.

- ii. The Ruth Green miniatures have been installed on the first floor of the Library as a permanent collection. A small dedication plaque will be installed soon.
- iii. The Library has accepted a donation of 24 art/art history books from the personal collection of Rhonda Little, the sculptor of the Milne Statues at the Library. The books are affixed with bookplates.
- iv. The Jim Beliveau Reading Room dedication was held on Sunday, October 28th. Approximately 30 members of the community and family attended to celebrate Mr. Beliveau who was a long-time library user and advocate.

10. Strategic Plan operations update

- a. Sheryl Bass discussed the relationship between the Strategic Plan priorities and objectives, and the spreadsheet she maintains detailing the Library's progress toward implementing those priorities and objectives. She has also created a merged document listing each completed task under each priority/objective.
- b. Chair Robin Glasser and the Board commended Sheryl and her leadership committee on the enormous amount of work they have accomplished thus far this calendar year toward meeting the priorities/objectives in the Strategic Plan.

11. Consensus on holiday bonus for staff

- a. In 2021 each staff member received \$120 as a holiday bonus via the Town's payroll system. The funds were provided from the Trustees' Unrestricted Operations Fund.
- b. Charlotte Ramsay moved that for 2022 each of the 10 staff members should receive \$130.00 as a holiday bonus via the Town's payroll system. The funds should again be provided from the Trustees' Unrestricted Operations Fund. Trustees will also write a personal note to each staff member. Susan Wagner seconded. All in favor. Motion passed.

12. Update from Personnel/Policy Committee

- a. Art Exhibit Policy and Agreement (revised)
 - i. Chair Robin Glasser moved to accept the Art Exhibit Policy and Agreement as amended below. Seconded by Andrew Sharp. All in favor. Motion passed.
 - 1. Alternate language was suggested by Nancy Lambert regarding the restricted display of pricing for the art - "No sales information should be displayed".
- b. Job description – Library Technologist
 - i. Erik Waddell moved to accept the revised job description as amended below. Martie seconded. All in favor. Motion passed.
 - 1. Reorganize the Duties and Responsibilities section to list the general staff functions together, and the essential technologist's functions together.

2. Strike the word 'in-person' from "Answer, evaluate, and prioritize ~~in-person~~ requests for assistance from users experiencing computer-related/device technology problems."
3. Spell out Integrated Library System (ILS) throughout the document.

13. Update from Finance & Technology Committee

- a. Wireless network access points are still on backorder, but delivery is anticipated by December 31, 2022.
- b. Andy Clarke has been organizing electronic files cleaned-up by staff in anticipation of the Library's transition to the Town's One Drive cloud storage system.

14. Adjournment

- a. Martie Gooze made a motion to adjourn. Andrew Sharp seconded. All in favor. Motion passed. Meeting adjourned at 8:56 p.m.

Future meetings 2nd Thursday of each month **6:45 pm**. Dec. 8, 2022, Jan. 12, 2023, Feb. 9, 2023.

Respectfully submitted,

Susan Wagner
Secretary