



DurhamPublicLibrary

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Durham Public Library
Board of Trustees Meeting Minutes
Thursday, January 12, 2023
6:45 PM
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Martie Gooze (remote, arrived late), Nancy Lambert, Charlotte Ramsay, Andrew Sharp, Erik Waddell, Susan Wagner

Board Alternates: Kam Damtoft (remote), Kim Sweetman

Absent: None

Observers/Guests: Beth Newkirk (Friends Liaison, remote)

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:46 PM.
 - i. Board agrees to allow Trustees to vote remotely.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. Chair Robin Glasser appointed Alternate Trustee Kim Sweetman a voting Trustee in Martie Gooze's absence. Martie belatedly joined the meeting via Zoom, and Kim was no longer the voting Trustee.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda. Erik Waddell seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
 - a. Susan Richman, Town Integrated Waste Management Advisory Committee member, contacted Nancy Lambert to ask whether the Oyster River Community Reads group would like to partner on the NRRRA (Northeast Resource Recovery Assn) Recycle Right campaign. Nancy suggested that perhaps Durham Public Library might be a better partner. Sheryl Bass spoke with Susan to confirm the library's participation.
 - b. Doug Wheeler, former Library Trustee, passed away on December 22, 2022.

5. Approval of December 8, 2022 Meeting Minutes
 - a. Andrew Sharp moved to approve the minutes as amended. Charlotte Ramsay seconded. Six were in favor; Susan Wagner abstained since she did not attend. Motion passed.
 - b. Amendments included:
 - i. The March meeting date was corrected to March 9.
 - ii. The phrase "...rather than recorded meetings" was added at the end of Item 14.a.iii.
 - iii. The ending phrase of Item 7.c.i was modified to read "...that enables multifactor authentication (a token)".
6. Friends' Report – Beth Newkirk
 - a. The Friends annual meeting is scheduled for Wednesday, January 18, at 1:30 PM, with a social hour starting at 1:00 PM.
 - b. The book store is working well; cookies are starting to reappear, but more cookie bakers are needed.
 - c. The Friends annual membership drive will be held February 13-18, 2023.
 - d. The Friends have received the check from the Trustees for funds that were mistakenly appropriated as Trustee Annual Appeal funds rather than funds specified for the Nicole Moore Memorial Fund which is administered by the Friends.
7. Treasurer's Report—Erik Waddell
 - a. See December monthly report
 - i. Nancy Lambert asked if alternate language could be used. Erik suggested that alternate language could be used for the line item for reimbursement to Charlotte Ramsay for a gift card for Dianne Thompson who for several years acted as the Trustees' Annual Appeal database manager, perhaps something like 'C. Ramsay Reimbursed/gift for D. Thompson'.
 - b. The transition of Trustee funds to TD Bank has been completed. Erik continues to work with the bank to receive timely monthly reports for the CDs.
 - c. Nancy Lambert asked whether the Trustees have ever used an investment counselor for its funds. Erik will investigate the feasibility of this.
 - d. Charlotte Ramsay moved to accept the Treasurer's Report, with the above-mentioned suggestion. Andrew Sharp seconded. All in favor. Motion passed.
8. Director's Report –Sheryl Bass
 - a. See January Director's report. Recently completed noteworthy items include:
 - i. An alarm in the HVAC system was activated. DPW, along with ENE Systems, resolved the issue this week.
 - ii. There is a new story walk installation, *Grandmother Winter*, by Phyllis Root.
 - iii. The first in-person program since the COVID pandemic was held on January 11. 'The Anatomy of a Painting' was presented by local artist and

physician Debbie Mueller who also currently has her artwork hung in the Library gallery area. The Library hopes to bring more adults back into the building for programs.

- iv. COVID and flu illnesses among the staff in late December/early January resulted in minimal staffing levels to keep the building open. Everyone has now returned to good health.
- v. New Youth Services Assistant Susan King started her new position on Tuesday, January 3rd, and her training is going well.
- vi. Due to illnesses, the staff holiday gathering was rescheduled twice. It will now take place at Halloween.
- vii. Sheryl met with the Lee and Madbury Directors on January 12 to discuss possible partnering opportunities. A particular item of interest is issuing library cards for patrons of each other's communities. Charlotte Ramsay asked whether Durham Town Council might need to approve such a project. Sheryl will investigate with the Town. Sheryl also mentioned that library patrons would not have access to other libraries' digital resources, only the physical items.
- viii. Andy Clarke completed his first MLIS course and has met the requirement for reimbursement.

9. Year End Budget Report – Sheryl Bass

- a. Sheryl presented a snapshot of the tentative 2022 year-end budget which has not yet been finalized. The library is currently over budget by about \$6,000 which, when the exact dollar amount is determined, will be invoiced to the Trustees along with the Trustees' previous commitment to the Library's 2022 operating budget.

10. Personnel & Policy Committee

- a. Chair Robin Glasser reported a listing of the policies to be reviewed in 2023:
 - i. Two remaining job descriptions
 - ii. A data policy
 - iii. A gift policy
 - iv. Security policies

11. Finance & Technology Committee:

- a. The 2022 budget was underspent due to supply chain issues and illness.

12. Special Projects Committee –

- a. Nancy Lambert presented a progress report on the Library garden areas.
 - i. A meeting was convened with Rich Reine, DPW; John Carroll, representing the Town Agricultural Commission; Joan Drapeau, a concerned community member who instigated the project; Library Director Sheryl Bass; and Nancy Lambert, Special Projects Committee.

- ii. The group settled upon a 4-phased project –
 - (a) Madbury Road gardens
 - (b) back slope of Library
 - (c) cemetery area
 - (d) rain garden
- iii. Organizations that do landscape design work will be contacted and invited to make presentations to the group.

13. Strategic Plan: Discussion of Focus for 2023

- a. Chair Robin Glasser mentioned that it was one year ago that we began implementing the Strategic Plan, and Sheryl and staff have done a great job of implementation in the first year.
- b. The first year was spent focusing on the theme of Collaboration. There was consensus that the second year should focus on the theme of Community/Communication and improving the Library's marketing to cast a wider net among those community members not currently engaged with the Library.
- c. Sheryl plans to meet with her staff to prioritize specific action items from the Plan to focus on for 2023.

14. Adjournment

- a. Charlotte Ramsay made a motion to adjourn. Andrew Sharp seconded. All in favor. Motion passed. Meeting adjourned at 8:23 PM.

Future meetings 2nd Thursday of each month **6:45 pm**: Feb 9, 2023; Mar 9, 2023, Apr 13, 2023.

Respectfully submitted,

Susan Wagner
Secretary