



DurhamPublicLibrary

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Durham Public Library
Board of Trustees Meeting Minutes
Thursday, April 13, 2023
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Rand O'Brien, Charlotte Ramsay, Andrew Sharp (via Zoom), Kim Sweetman, Erik Waddell, Susan Wagner (via Zoom)

Board Alternates: Martie Gooze

Absent:

Observers/Guests: Beth Newkirk, Friends Liaison; Callie Langton, potential Alternate Trustee

Library Staff: Library Director Sheryl Bass

1. Chair Robin Glasser called the meeting to order at 6:47 p.m.
 - a. Board agrees to allow Trustees to vote remotely. A quorum of 5 must be physically present.
2. Chair Robin Glasser did not appoint an Alternate Trustee since all Trustees were present.
3. Charlotte Ramsay moved to approve the meeting agenda as presented. Rand O'Brien seconded. All were in favor. Motion passed.
4. Chair Robin Glasser welcomed Kim Sweetman and Rand O'Brien, newly elected Trustees, & Martie Gooze, newly selected Alternate. Robin also welcomed Callie Langton as a potential Alternate Trustee.
5. Election of Board Officers
 - a. Chair Robin Glasser proposed the following slate of officers:
 - i. Robin Glasser, Chair
 - ii. Andrew Sharp, Vice-Chair
 - iii. Erik Waddell, Treasurer
 - iv. Susan Wagner, Secretary
 - b. Hearing no other nominations from the floor, Rand O'Brien moved to accept the slate of officers as presented. Charlotte Ramsay seconded. All were in favor. Motion passed.
 - c. Chair Robin Glasser called for a Special Projects Committee replacement for Nancy Lambert who is no longer a Trustee. While Nancy has volunteered to continue with the current garden special project, Rand O'Brien will take her place on the committee.

- d. Chair Robin Glasser also called for a Liaison to the Friends Group since Kam Damtoft is no longer an Alternate. Martie Gooze volunteered as liaison.
6. Set Meeting Dates for the Coming Year: Return to 2nd Wednesday?
- a. The Board had previously met on the 2nd Wednesday of the month but moved to Thursdays to accommodate one of the Alternates. Since that Alternate is no longer participating on the Board, Chair Glasser would like to move meetings back to Wednesdays, primarily for two reasons - the library is open on Wednesday evenings, but not Thursday evenings, thus providing better access for the public to attend; and Sheryl Bass already works Wednesday evenings, giving her one less evening commitment.
 - i. A consensus was reached to move the Board meeting day from the 2nd Thursday to the 2nd Wednesday of the month.
7. Public Comments/Public Correspondence
- a. The Library received an email from Lynn Aber expressing her enjoyment of the recent Jane Oneail program on Marc Chagall.
 - b. Sadly, Nancy Lambert's mother passed away recently, and Chair Robin Glasser is sending a card to Nancy on behalf of the Board.
 - c. An NHLTA (NH Library Trustee Association) Seacoast Regional Meeting will be held on Monday, April 17, from 5:30-7:00 PM, at the Madbury Public Library. Chair Robin Glasser will attend and invited other Trustees to attend as well.
 - d. The NHLTA Spring Conference and Annual Meeting will be held on Tuesday, May 9, in Concord. Kim Sweetman plans to attend in Chair Robin Glasser's place since Robin has a competing commitment. Other Trustees are also welcome to attend.
8. Approval of March 9, 2023 Meeting Minutes
- a. Rand O'Brien moved to approve the minutes as written. Chair Robin Glasser seconded. Motion passed, with Charlotte Ramsay abstaining since she did not attend the meeting.
9. Friends' Report – Beth Newkirk
- a. The next Friends meeting is Wednesday, April 19 (refreshments at 1:00 PM; meeting at 1:30 PM). All Trustees are welcome to attend.
 - b. The Friends are still looking for cookie bakers.
 - c. Recent Youth Services improvements were funded by \$750 in cookie sales receipts. The Friends also funded the recent Adult Services improvements. See Director's Report for details of the purchases.
 - d. April 22-29 is National Library Week, as celebrated by ALA, and Tuesday of that week, April 25, is National Library Workers Day, a day to celebrate all those workers who keep our libraries running. The Friends will acknowledge our DPL workers on that Tuesday.
 - e. Concerts on the Library lawn will resume this summer and will continue to be funded by the Friends.
10. Treasurer's Report for March 2023 — Erik Waddell
- a. See Treasurer's Report
 - b. Erik mentioned that the '22-'23 Annual Appeal (Apr '22-Mar '23) account balance is

\$1000 more than we received for the Appeal. He will investigate the discrepancy. The Trustees will vote to accept these funds at the May Board meeting.

- c. There was approximately \$16.00 remaining in the now closed M&T Bank account for which Erik had previously requested and received a check. He will add this amount to Unanticipated Revenue for April's report, creating a new line item called 'Other'.
- d. Charlotte Ramsay moved to accept the Treasurer's Report. Kim Sweetman seconded. All in favor. Motion passed.

11. Director's Report –Sheryl Bass

- a. See Director's Report. Recently completed noteworthy items include:
 - i. Phone lines were compromised at the Library along with 8 other lines at various Town Buildings. Town IT Manager Luke Vincent locked down administrative privileges for the time being. When the new Library Technologist arrives, Director Sheryl Bass will be asking for admin privileges for that person and the Library Director.
 - ii. Library Director Sheryl Bass was contacted by Town Energy Commission member, Steve Holmgren, to discuss language for a sign to be installed on the EV charger outside the Library. There have been complaints that the charger is not available to library users because non-library users are continuously connected to it. The commission will be installing a keyed on/off switch on the charger so that staff can shut off the charger at night and turn it on in the morning when the Library opens.
 - iii. The Friends have donated funds to add a train table with accessories, a light table for STEAM activities, and a large board book stand in the Youth Services Department. They have also donated funds for two additional NHHC Jane Oneail art history programs, as well as a puzzle table for the Adult Services Department.
 - iv. Director Sheryl Bass attended a NH Municipal Association webinar entitled "How to Handle a First Amendment Audit".
 - v. On Wednesday, March 22nd, Library Director Sheryl Bass met with Town Administrator Todd Selig to discuss offering patron cards to adults in adjoining communities, specifically Lee and Madbury. Lee and Madbury children attending the Oyster River Schools already benefit from borrowing privileges at DPL, and some parents use their children's cards to borrow materials themselves from DPL, potentially creating patron privacy issues. Mr. Selig advised weighing the political consequences with the benefits for increasing access to the public. Sheryl will proceed slowly with any future plans.
 - vi. Two grants totaling \$3,000.00 have been received for the Library. Doris and Manley Irwin have contributed \$1,000.00, restricted to the collection. A donation of \$2,000.00 was received from the Charlie Bucket Fund for general library support upon the recommendation of the Slavin-Pekins family.

12. Action items

- a. Substitute Library Assistant hiring recommendations

- i. Charlotte Ramsay moved to hire Audra Lewis and Mary Beaton as per diem Substitute Library Assistants at the rate of \$15.00/hr., pending successful reference and FBI background checks. Kim Sweetman seconded. All in favor. Motion passed.
 - b. Library Technologist hiring recommendation
 - i. Charlotte Ramsay moved to hire Brennan Malone as Library Technologist for 24 hours/week at the rate of \$25.00/hr., pending a successful FBI background check. Chair Robin Glasser seconded. All in favor. Motion passed.
- 13. Personnel & Policy Committee – Robin Glasser
 - a. Substitute Library Assistant job description
 - i. Kim Sweetman moved to accept the Substitute Library Assistant job description which now requires the substitute to work one shift every 30 days. Andrew Sharp seconded. All in favor. Motion passed.
 - b. Notary Services Policy
 - i. Charlotte Ramsay moved to accept the Notary Services Policy, with suggested additions from Callie Langton and Kim Sweetman. Andrew Sharp seconded. All in favor. Motion passed.
- 14. 2023 Budget Update, Quarter 1 – Sheryl Bass
 - a. Director Sheryl Bass commented that if the library is over budget, personnel costs are generally a major contributing factor. Using operating funds to pay for some capital improvements has also been a contributing factor. In the future the Board and Director need to request that more Library capital expenses be included in the Town’s capital budget.
 - b. Based on current projections, and taking into consideration that the Trustees are already contributing \$25,000 per year to the operating budget, Director Sheryl Bass is anticipating that the Library may be over budget by an additional \$1,600 for the year.
 - c. Erik Waddell again expressed concern about the Trustees consistently exceeding the amount that they have committed to the overall Library budget, especially since the Annual Appeal has not been raising sufficient funds to cover the increased expenditure. After discussion, there was consensus that we need to be more prudent about exceeding our commitment, and that the Library might need to begin cutting back on expenses, especially personnel costs.
- 15. Technology Plan Update, Quarter 1 – Sheryl Bass
 - a. At this time the Technology Plan is \$1,499 over budget. Removing the \$1,000 allotment for the Library of Things (and using the Schoonmaker fund instead), and tabling the \$1,000 Meeting Room Technology allotment would balance this budget.
- 16. Special Projects Committee – Garden
 - a. Nancy Lambert reported via email to Chair Robin Glasser that she has not received quotes from any other landscapers. The only quote received is from Seacoast Plant Specialists for \$14,854. Recognizing the importance of the Library’s appearance to the community, the project may need to be completed in phases since the cost is currently

higher than the Library can realistically afford. The consensus is to focus on curb appeal and easy maintenance, and for the Trustees to set a realistic budget, perhaps \$5000-\$6,000 for the initiation of the project. Suggestions included non-plant options (e.g., seating area, hardscape) and adjusting traffic patterns to reduce damage to grass. The committee should also revisit the implementation of a pollinator garden due to concerns over insect bites/stings.

17. At meeting's end Chair Robin Glasser asked for the group's endorsement of Callie Langton to join the Board as an Alternate Trustee. The endorsement, and Callie's willingness to serve, were unanimous.

18. Adjournment

- a. Charlotte Ramsay moved to adjourn. Erik Waddell seconded. All in favor. Motion passed. Meeting adjourned at 9:04 p.m.

Future meetings 2nd **Wednesday** of each month **6:45 pm**. May 10, Jun 14, Jul 12, Aug 9, Sep 13, Oct 11, Nov 8, Dec 13.

Respectfully submitted,

Susan Wagner
Secretary