

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, June 14, 2023**  
**6:45 p.m.**  
**Oyster River Room of Durham Public Library**

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

Board Alternates: Martie Gooze, Callie Langton

Absent: Kim Sweetman

Observers/Guests: Nancy Schieb (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Chair Robin Glasser called the meeting to order at 6:51 p.m.
  - a. Board agrees to allow Trustees to vote remotely. A quorum of 5 must be physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. Chair Robin Glasser appointed Alternate Trustee Martie Gooze as a voting Trustee in Kim Sweetman's absence.
  - b. Chair Robin Glasser appointed Alternate Trustee Callie Langton as a voting Trustee in Erik Waddell's absence.
3. Approval of meeting agenda
  - a. Charlotte Ramsay moved to approve the meeting agenda, as amended below. Martie Gooze seconded. All were in favor. Motion passed.
    - i. Addition of Treasurer's Report as Item 7
4. Public comments/Public Correspondence
  - a. A patron informed Sheryl Bass that a neighbor did not attend library events because shadows on the stairs to the community rooms made it difficult for her to see some steps. Sheryl will work with Public Works to find a way to make the steps more visible.
5. Erik Waddell arrived at 6:53 p.m.
  - a. Callie Langton was un-appointed as a voting Trustee.

6. Approval of May 10, 2023 Meeting Minutes
  - a. Charlotte Ramsay moved to approve the minutes, as amended below. Rand O'Brien seconded. All were in favor. Motion passed.
    - i. May 10 meeting actually called to order at 6:47 p.m..
7. Friends' Report – Nancy Schieb
  - a. More used books are being donated for the book sale in poor condition. A poster has been created showing the types of books that should not be donated.
  - b. Always looking for cookie bakers
  - c. Planning a book sale, probably in late July
8. Treasurer's Report for May 2023 — Erik Waddell
  - a. See Treasurer's Report
  - b. Charlotte Ramsay moved to accept the Treasurer's Reports. Martie Gooze seconded. All in favor. Motion passed.
9. Director's Report –Sheryl Bass
  - a. See submitted Director's Report. Recently completed noteworthy items include:
    - i. As of June 13, the electric vehicle charger is not working. DPW is working to replace the charger handle that inserts into the vehicle.
    - ii. The bench commemorating the Durham Garden Club has been installed to the right of the Milne statues on the Library grounds.
    - iii. On June 7 the Library hosted a joint program with Madbury and Lee Libraries by Jeff Belanger, the Emmy-nominated host, writer, and producer of the New England Legends series on PBS and Amazon Prime.
    - iv. The Youth Services Department conducted its school visits to promote the Summer Reading Programs.
    - v. A safety incident occurred on May 18 at which time the police were called to the Library to help manage the incident. A minor on the premises was threatening other minors, but no one was injured during the incident. Video from security cameras was also shared with the police.
    - vi. A luncheon and send-off for Head of Adult Services Jess Ross was held on June 2. She has taken a new position and will be missed by all at DPL. We wish Jess the best of luck in the future.
    - vii. There are three logos for the Friends of the Library under consideration, and they will be sent to the Friends soon for their review.
10. Action items from Director's report
  - a. Motion to accept Library Technologist Brennan Malone's resignation. He resigned abruptly for personal reasons after two weeks on the job.
    - i. Martie Gooze moved to accept Brennan Malone's resignation. Charlotte Ramsay seconded. All in favor. Motion passed.

11. 2<sup>nd</sup> Quarter budget report – Sheryl Bass
  - a. Forty-five percent of the library budget has been spent thus far this fiscal year.
  - b. Wages and benefits are still within budget, even after taking into consideration Jess Ross’s recent separation payout.
  - c. Hoopla digital platform use is growing, and the Library will probably be about \$2,000 over its projected budget for this service.
12. Six-month Strategic Plan Operations Update – Sheryl Bass
  - a. Staff are focusing on being more efficient in their communications with the public, using a better social media presence, a new email newsletter platform, and more targeted programming and advertising for those programs.
13. Personnel & Policy Committee – Robin Glasser
  - a. Approval of job description, Interim Head of Adult Services
    - i. Charlotte Ramsay expressed some concern that the Interim Head of Adult Services position is less than full time, and Sheryl Bass will need to work longer hours.
    - ii. Charlotte Ramsay moved to accept the job description for Interim Head of Adult Services. Martie Gooze seconded. All in favor. Motion passed.
  - b. Recommendation of Audra Lewis as Interim Head of Adult Services.
    - i. Following May’s vote to approve Audra Lewis as Interim Head of Adult Services contingent upon a positive interview with Trustee representatives, Chair Robin Glasser and Kim Sweetman interviewed Audra and approved her to start working at the Library. She has begun working while finishing the school year at her current position, and will then work 29.5 hrs/wk. until around Aug 28, 2023.
  - c. Approval of job description, Assistant Library Director
    - i. The Policy & Personnel Committee has recommended the reconfiguration of the Head of Adult Services position into two new positions - Assistant Library Director, and Library Assistant - Adult Programming and Outreach.
    - ii. The Assistant Library Director position offers a clear path of authority and also incorporates many of the Technologist’s responsibilities into a full-time position. The current Library Technologist position will be retired. Many of the programming duties from Head of Adult Services will move to the Library Assistant - Adult Programming and Outreach position.
    - iii. The Assistant Library Director will be paid more than the Head of Adult Services position, but the Library Assistant – Adult Programming and Outreach position will be paid less than the Technologist position. Specific hours and wages will be listed in the job postings. Sheryl Bass suggested a range of \$64,000 - \$68,000/yr. for the Assistant Director, depending on experience, and in line with other Assistant Director

positions in our area. The Trustees reached a consensus that the range was reasonable.

- iv. Susan Wagner and Kim Sweetman both offered suggestions on the Assistant Director position description. The suggestions were significant enough that the vote has been deferred until the next Trustees meeting on July 13.

- d. Approval of job description, Library Assistant Adult Programming and Outreach
  - i. The job description will be voted upon at the July 13 Trustees meeting.

**14. Special Projects Committee – Garden**

- a. Rich Reine, Public Works Director, suggested making the garden an Eagle Scout Project. Callie Langton will pursue that suggestion.

**15. Meet Thursday, July 13, rather than Wed, July 12.**

- a. There was consensus to change the next meeting date to Thursday, July 13, avoiding a conflict with a scheduled Library summer concert on Wednesday, July 12.

**16. Adjournment**

- a. Martie Gooze moved to adjourn the meeting. Erik Waddell seconded. All in favor. Motion passed. Meeting adjourned at 8:27 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. July 13 (Thurs), August 9, September 13.

Respectfully submitted,

Susan Wagner  
Secretary