

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, September 13, 2023**  
**6:45 pm**  
**Oyster River Room of Durham Public Library**

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

Board Alternates: Martie Gooze, Callie Langton

Absent: All present

Observers/Guests: Nancy Schieb (Friends Liaison)

Library Staff: Library Director Sheryl Bass, Library Assistant Director Audra Lewis

1. Call to Order.
  - a. Chair Robin Glasser called the meeting to order at 6:46 p.m. All attendees were physically present at the meeting.
2. Chair Appointment of Alternate Trustee to Serve as Voting Member
  - a. All Trustee voting members were present at the meeting.
  - b. Chair Robin Glasser introduced Audra Lewis as the new Assistant Director.
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. None
5. Approval of August 9, 2023 & August 23, 2023 Meeting Minutes
  - a. Charlotte Ramsay moved to approve the August 9 minutes. Rand O'Brien seconded. All were in favor. Motion passed.
  - b. Charlotte Ramsay moved to approve the August 23 minutes. Kim Sweetman seconded. All were in favor. Motion passed.
6. Friends' Report – Nancy Schieb

- a. The Friends group met on August 16 and approved a wish list of items for the Youth Services Department for a total of \$1,800.
  - b. The Friends are still looking for a good date to hold a book sale, most likely now in October.
  - c. The new Friends logo is now in place.
  - d. The next meeting is scheduled for September 20 at 1:30 p.m.
7. Treasurer's Report for August 2023 — Erik Waddell
- a. See Treasurer's Report for complete details.
    - i. A restricted donation of \$11.00 was received, to be used to purchase children's books.
    - ii. The two CDs mature at the end of December.
      - 1. Charlotte Ramsay suggested that accrued interest from the CDs could be used toward any Library budgetary shortfall at the end of 2023.
  - b. Charlotte Ramsay moved to accept the Treasurer's Report. Kim Sweetman seconded. All in favor. Motion passed.
8. Director's Report – Sheryl Bass
- a. See Director's Report for complete details.
    - i. Director Sheryl Bass reviewed both the Youth and Adult programming schedules underway for the Fall.
    - ii. The Library is moving toward full staffing, with only the position left vacant by Debbie Jarvis' move to the Library Assistant – Programming and Outreach position.
    - iii. The Library received a \$100 donation from the ElderPet organization and is very grateful for their generosity.
    - iv. The Oyster River Community Read title for the upcoming year will be *Demon Copperhead* by Barbara Kingsolver. Sheryl is on the Committee, and Durham Public Library will again participate in the events.
    - v. The Library is partnering with the Durham Parks & Rec Department on a series of "Lunch and Learn" events. The first event will focus on how to avoid phishing and scamming schemes.
    - vi. Programming is being developed in support of the 50<sup>th</sup> anniversary of the Small Town, Big Oil court victory.
    - vii. Lori Levac and her husband have graciously donated an oil painting by Art Dimambro, to be added to the Library's existing collection of Demambro works. The Library thanked them for thinking of us!
    - viii. An \$11.00 cash donation was made to the Library by 3 brothers who raised the funds at their lemonade stand. Their parents gave them the option of donating their proceeds to any organization, and they chose the Library! The Library expressed a special thank you to these young men.
9. Update on the Garden Eagle Scout Project – Callie Langton

- a. Callie Langton and Sheryl Bass met with James Oshima, Eagle Scout candidate. He has received approval from his Scout Council to proceed with the project. Work days will be on Sundays. James is creating a detailed budget and plant plan, and a final invoice will be created for payment by the Library. He is hoping for some donations from nurseries and is planning to plant in late September or October.
10. 2024 Budget Approval – Sheryl Bass
- a. See FY2024 Operating Budget Proposal for complete details.
    - i. The Wages line item reflects recent staff position reconfigurations, increased COLA costs, and the reallocation of some funds from the Substitutes sub-line item. Many of the wage costs cannot be controlled by the library. An increase of \$18,400 to the Town is proposed.
    - ii. The final amount of the Benefits line will be determined with Gail Jablonski, Town Business Manager.
    - iii. Several additional increases are also proposed totaling \$15,447, for a total proposed increase to the Town of \$33,847.
    - iv. The proposed budget also includes a \$20,000 pledge from the Trustees which represents a decrease of \$5,950 from the FY2023 budget.
    - v. A meeting with Todd Selig, Gail Jablonski, and invited Town Council members is scheduled for September 26 or 27 to review a preliminary draft of the budget. Once again, the Library will impress upon the Town its need to wean itself from Trustee pledges to the operating budget, and to fully fund the Library.
    - vi. Andrew Sharp moved to approve the proposed FY2024 operating budget. Erik Waddell seconded. All in favor. Motion passed.
11. Personnel-Policy Committee
- a. Recommended revisions to Personnel Policy. See the Policy for complete details. All revisions have been reviewed by the Town attorney.
  - b. Kim Sweetman moved to accept the recommended revisions, as amended below, and to be discussed further with the Town. Andrew Sharp seconded. All in favor. Motion passed.
    - i. Revision 2, last sentence of new language, should read, “The **Board Chair** and the **Town** Administrator...”, not Library Administrator.
    - ii. Revision 7 new language should read, “Sick leave shall accrue **and may be used** during the **probationary period**. Any employee not completing the **probationary** period shall forfeit all **unused** accrued sick leave.”
    - iii. Page 7, last paragraph, second line, correct typographical error; ‘lime’ should be ‘time’.
12. Finance & Technology Committee Report – Sheryl Bass
- a. Proposed improvements for FY2024 focus on technology upgrades to the meeting rooms (\$4,000).

- b. Additionally, 3 staff computers (\$4,900) and 4 young adult computers (\$4,800) will be replaced.
  - c. STEAM technology is budgeted for \$2,000, and the Library of Things is budgeted at \$1,000, although Schoonmaker funds are still available for this line item.
  - d. Additional items include the electronic newsletter platform subscription (\$1,000), a wireless router (\$750), and 4 security cameras (\$1,600).
  - e. No vote taken on these suggested purchases.
13. Date on Special Project – Family Literacy Area
- a. The Youth Services Department is creating space in front of the gundalow in the children’s area to place specialized work tables with embedded tablets to be used specifically for literacy training. Pricing is currently being obtained for the new furniture, and the project is scheduled for completion by the end of 2023.
14. Finalize 2023 Annual Appeal Letter
- a. General consensus was that the Trustees liked the tone of the letter, but it may need to be shortened to contain it to one page. There was general agreement that instructions for how to donate electronically could be moved alongside the donate buttons/links on the Library website, and an explanation of why the Trustees fundraise for the Library could also be relocated to the website.
  - b. Charlotte Ramsay suggested that the words ‘ensuring the long-term sustainability’ should be changed to something like ‘enriching the library experience’ since the Town is actually responsible for the long-term sustainability.
  - c. Decisions regarding the following details were left to the committee (Callie Langton, Kim Sweetman, Sheryl Bass) to finalize:
    - i. Donor recognition suggestions, most likely a plaque including donor names and levels of giving, to be replaced annually;
    - ii. Social media advertising;
    - iii. Contacting local businesses for donations;
    - iv. Letter signing and envelop stuffing details;
    - v. Separate mailing to new residents, most likely deferred.
15. Adjournment
- a. Erik Waddell made a motion to adjourn. Charlotte Ramsay seconded. All in favor. Motion passed. Meeting adjourned at 8:40 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. October 11; November 8; December 13

Respectfully submitted,

Susan Wagner,  
Secretary