

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, November 8, 2023
6:45 p.m.
Oyster River Room of Durham Public Library

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

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 (if needed)
 - a. All voting members were present at the meeting.
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. A note was received from Library Assistant Kelly Montagano thanking the Board for making funds available toward her professional development.
 - b. Chair Robin Glasser thanked the Board for coming out to address Annual Appeal letters on November 1. There has been a good response thus far to the Annual Appeal.
5. Approval of October 11, 2023 meeting minutes
 - a. Charlotte Ramsay moved to approve the minutes. Andrew seconded. All were in favor. Motion passed.

6. Friends' Report – Nancy Schieb

- a. The book sale held on Friday and Saturday, November 3 and 4, raised \$1,271 for the Friends.
- b. The Durham Hannaford Supermarket is supporting the Friends by donating \$1 for every purchase of a \$10 bouquet during the month of November. The fundraising program is called 'Bloomin' 4 Good'.
- c. The next Friends meeting is scheduled for Wednesday, November 15, at 1:30PM.

7. Treasurer's Report — Erik Waddell

- a. See Treasurer's Report for details
 - i. Donations toward the '23/'24 Annual Appeal are already being received.
 - ii. Under Additional Revenue for the Month, the 'Other (cash discrepancy)' amount for October was \$19.08. Director Sheryl Bass reported that there may have been a problem with the roll of thermal paper getting jammed in the printer and 'eating' a receipt.
- b. Kim Sweetman moved to accept the Treasurer's Report. Charlotte Ramsay seconded. All in favor. Motion passed.

8. Director's Report – Sheryl Bass

- a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. The fence blocking the path at the end of the Library parking lot was replaced by DPW on Monday, October 30. Since then, the fence has been kicked down three times, and multiple complaints and questions have been received from students and community members. A security camera has been installed on the Strafford Ave. side of the fence to monitor for damage to the fence.
 - ii. New Library security cameras have been installed as part of the planned Library technology purchases and upgrades for 2023. Programming the new cameras is expected to be completed by the company by year's end.
 - iii. The Library has spent 82% of its operations budget compared to 92% last year at this time. Sheryl does not anticipate any problem spending the balance of the operating budget before year's end.
 - iv. Library programming is going gangbusters! In the past month there have been ~60 events scheduled by both the Library and outside groups which have attracted increasingly larger and more diverse audiences.
 - v. Save the date for the Library's Snowflake Social (December 5) for live music, snacks, and the arrival of this year's handcrafted gingerbread house.
 - vi. The Library has received ~90 applications for its 15-hr/wk position. Of those applicants, approximately 10 are qualified. Interviews will begin on Wednesday, November 8, for 5 candidates.

- vii. Library staff have attended various professional meetings, including:
 - 1. Youth Services staff attended Children's Librarians of the Seacoast meeting.
 - 2. Head of Youth Services Lisa Kleinmann visited Growing Places in Durham to conduct a story time on-site.
 - 3. Youth Services Assistants attended an instructional class on Canva design software.
 - 4. Director Sheryl Bass and Assistant Director Audra Lewis will attend the NHLA annual business meeting on November 9.
 - b. Sheryl also reported that a new cleaning crew for the Library has been hired, and they are doing a much better job than the previous crew.
- 9. Action items from Director's report
 - a. Contribution to Oyster River Reads
 - i. Demon Copperhead will be the 2024 Community Read.
 - ii. The Board felt that contributions made to this group must be in keeping with the spirit of Library programming (e.g., non-political and open to all).
 - iii. Charlotte Ramsay moved to contribute up to \$1,000 to Oyster River Reads from the Trustees Unrestricted Operations fund to sponsor programming and promotional activities related to 2024 Oyster River Reads activities. Andrew Sharp seconded. All in favor. Motion passed.
 - b. Approve funding for Youth Services Family Literacy Area
 - i. Director Sheryl Bass presented a detailed listing of expenses associated with the project. The total amount is \$1,413.24 which includes Amazon Fire tablets, tables to support the built-in tablets, and child-sized headphones. In addition, 'gundalow' toys (fish, lobster, seagull, whale, shark, octopus) are included for the Youth Services Area gundalow. There is an ongoing annual software maintenance contract after the first year at a cost of \$119.76 which will be included in the software support and maintenance line of the operating budget.
 - ii. Rand O'Brien moved to approve \$1,413.24 from the Trustees Unrestricted Operations fund to purchase the components for the Youth Services Family Literacy Area. Specifically, this project will be funded by Annual Appeal donations which are held in the Unrestricted Operations fund. Chair Robin Glasser seconded. All in favor. Motion passed.
- 10. Request from Oyster River Parents of Preschoolers
 - a. After carefully reviewing the details of the request to contribute to the Dolly Parton Imagination Library (DPIL) initiative, there was consensus among the Trustees that while the program is certainly good for preschoolers, the public library is not really an appropriate funding agency for this initiative. Some of the reasons for this decision are that the Library has its own collection development policy to follow and should not deviate from it to support titles selected by outside organizations; the Library is funded by taxpayer funds which should not

then be donated to other organizations; and the DPIL initiative itself does not even suggest the public library as a possible funding source.

- b. Director Sheryl Bass will respond appropriately to the ORPP group.

11. Discussion and consensus for staff holiday bonus

- a. Charlotte Ramsay moved that for 2023 each staff member 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. Chair Robin Glasser seconded. All in favor. Motion passed.
- b. As a point of reference, staff received \$120 each in 2021, and \$130 each in 2022.

12. Personnel/Policy Committee

- a. Recommended revisions to Personnel Policy for Non-Union Employees
 - i. Charlotte Ramsay moved to accept the recommended revisions to the Personnel Policy for Non-Union Employees, as amended below. Andrew Sharp seconded. All in favor. Motion passed.
 - 1. Revision 5 (Section Three; VI; D; Paragraph 4) should now read: Full-time regular employees of the Library wishing to enroll in the POS SchoolCare health insurance plan offered by the Town may do so by contributing thirty percent (30%) of the monthly POS premium. The Library shall contribute seventy percent (70%) of the appropriate monthly premiums.

Prior to adjournment, Director Sheryl Bass mentioned that the public Town Council meeting to discuss the 2024 budget is scheduled for Monday, November 13, 2023. Both Sheryl and Chair Robin Glasser will attend the public meeting on the Library's behalf.

13. Adjournment

- a. Andrew Sharp made a motion to adjourn. Kim Sweetman seconded. All in favor. Motion passed. Meeting adjourned at 8:00 p.m.

Future meetings 2nd Wednesday of each month **6:45 p.m.** December 13, 2023; January 10, 2024; February 14, 2024.

Respectfully submitted,

Susan Wagner
Secretary