

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, December 13, 2023
6:45 p.m.
Oyster River Room of Durham Public Library

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

Board Alternates: Martie Gooze, Callie Langton

Absent: Kim Sweetman

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 6:48 p.m. All attendees were physically present at the meeting.
2. Chair appointment of Alternate Trustee to serve as voting member (if needed)
 - a. Chair Robin Glasser appointed Alternate Trustee Martie Gooze a voting Trustee in Kim Sweetman's absence.
3. Approval of meeting agenda
 - a. Chair Robin Glasser moved to approve the meeting agenda, as amended below. Martie Gooze seconded. All were in favor. Motion passed.
 - i. Date in header should be Wednesday, December 13, 2023, not Thursday, December 13.
4. Public comments/Public correspondence
 - a. Director Sheryl Bass received no public correspondence since the November Trustee meeting.
 - b. Andrew Sharp was asked if the Library might open on Sundays. He mentioned that while there is an advocate on the Board for Sunday hours, the funds that the Library receives from the Town for personnel would need to be increased. The Trustees discussed that in the future if asked about Sunday openings, we should suggest that the questioner write a letter or email to Administrator Selig advocating for additional Library funds for that purpose.

5. Approval of November 8, 2023 meeting minutes
 - a. Charlotte Ramsay moved to approve the minutes, as written. Andrew Sharp seconded. All were in favor. Motion passed.
6. Friends' Report – Nancy Schieb
 - a. The Friends met last Wednesday, December 6, and reviewed a draft spending plan for 2024. It has not yet been approved.
 - b. There is a need for additional shelving in the Friends' book storage area in the Library basement. There has been some discussion about mitigating the dust created from the basement's stone walls, but no resolution has been reached.
 - c. The next book donation week is January 22-27, 2024.
 - d. The Friends approved a \$500 donation to the Oyster River Parents of Preschooler's group.
 - e. At this time no one has stepped up to volunteer to be an officer of the Friends. Succession will continue to be discussed at the next meeting.
7. Treasurer's Report — Erik Waddell
 - a. See Treasurer's Report for details
 - i. The Annual Appeal has received more donations this November than in previous years (\$10,763.89)
 - b. Authorize the Treasurer to roll over CDs
 - i. The Trustees' two CDs matured on December 6. Final balances were \$51,817.52 in the Restricted Endowment CD, and \$207,270.06 in the Facilities Fund CD.
 - ii. Charlotte Ramsay moved to authorize the Treasurer to roll over the CDs (principal and interest) for new 12-month CDs. Martie Gooze seconded. All in favor. Motion passed.
 - c. Charlotte Ramsay moved to accept the Treasurer's Report, as submitted. Rand O'Brien 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. After a spate of recurring vandalism to the Library fence blocking the walking path, damage to the fence seems to be subsiding due to the installation of an additional motion sensitive camera being installed on the Library side of the fence, regular police patrols/stakeouts, and a few arrests.
 - ii. Several successful programs were held recently:
 1. The Snowflake Social and unveiling of Trudy Brown's one-of-a-kind gingerbread house on December 5 was a huge success.

2. Youth Services hosted their annual Polar Express family movie on Saturday, December 9. Thirty people attended to watch the movie on a large screen with PJs and popcorn.
3. Jane Oneail's virtual program on Gustav Klimpt received great reviews from several of the ~20 attendees.
4. The Fall programming between the Library and IWMAC for a more "Sustainable Durham" has concluded.
5. The popular program with Jiong Jiong Hu on meditative yoga is back on Thursdays at 10:15 a.m.
- iii. The Library has currently spent 94% of its 2023 operations budget.
- iv. Six upgraded security cameras have been installed and the DVR has been programmed.
- v. The four Meraki wireless access points, on order since May 2022, have been officially cancelled. The \$1,100 purchase will be pushed to 2024.
- vi. Sheryl has officially assumed the role of Treasurer of the NH Library Association (NHLA) and is serving as Interim Chair of the Urban Library Administrators Consortium (ULAC).
- vii. The Family Literacy Area Project has been completed. All purchases have been received and assembled.
- viii. Both Town Annual Report narratives, one for the Board and one for the Library, were submitted to the Town by the Library Director and Board Chair.
- ix. Sheryl met with Eagle Scout James Oshima to debrief on the Library garden project. James was receptive to feedback and has provided a plant map for future signage to be purchased for the beds.
- x. There is a modification to the Library staff wages' COLA for 2024. The new rate is 3% (previously 2%). The extra percent will be funded from excess funds budgeted by the Town for Library health insurance.
9. Action items from Director's report
 - a. Adopt DPL 2024 Holiday schedule and staff development days
 - i. Director Sheryl Bass presented a proposed Holiday and Staff Development Day Schedule for 2024.
 - ii. Charlotte Ramsay moved to adopt the 2024 holiday and staff development day schedule, as amended to include closing early on Christmas Eve, Tuesday, Dec 24, at 3PM. Andrew Sharp seconded. All in favor. Motion passed.
 - b. Hiring recommendation
 - i. On the recommendation of Director Sheryl Bass, Chair Robin Glasser moved to hire Lucy Kirby as a Library Assistant at the rate of \$18.00/hr. for 15 hours/week, pending a successful FBI background check. Susan Wagner seconded. All in favor. Motion passed.
 - c. Authorization for Sheryl Bass to attend PLA
 - i. Charlotte Ramsay moved to authorize funds for Sheryl Bass to attend the biannual Public Library Association Conference being held in Columbus,

OH, on April 3-5, 2024. A total of up to \$2,000 in expenses was approved from the Library Professional Development annual budget, and supplemented from the Trustees' Professional Development Fund, if necessary. Andrew Sharp seconded. All in favor. Motion passed.

10. Change to Personnel Plan for Non-Union Employees: Holidays – change wording from 'Regular Part-time' to 'Part-time'

- a. This revision removes language that distinguishes between regular part-time and part-time employees.
- b. Charlotte Ramsay moved to change the wording under the Holidays section of the Personnel Policy from 'Regular Part-time' to 'Part-time', as recommended by Director Sheryl Bass and the Policy & Personnel Committee. Rand O'Brien seconded. All in favor. Motion passed.

11. Review of Director's 2023 goals

- a. See the Library Director's Goals 2023 document for complete details.
 - i. The Director reviewed and presented a positive outlook on her priorities and goals during the year with an eye toward the progress made within each priority.

12. Discussion of how the Board will evaluate the Library Director

- a. Chair Robin Glasser reviewed the process used by the Policy & Personnel Committee to evaluate Sheryl in 2022. The committee designed a Survey Monkey questionnaire in January 2023 to gather feedback from the Board members, and the results of the evaluation were discussed and voted on at the February 2023 meeting.
- b. There was consensus among Trustees to continue this same process for the 2023 Library Director evaluation.

13. Library Trustee Elections

- a. Rand O'Brien's one-year term expires in 2024; he is not planning to run again.
- b. Susan Wagner's 3-year term expires in 2024; she plans to run again.
- c. Alternate Trustee Callie Langton plans to run for the Trustee position vacated by Rand O'Brien.
- d. Alternate Trustee Martie Gooze plans to continue in that role; Rand O'Brien is considering whether or not to become an Alternate Trustee.

14. Adjournment

- a. Martie Gooze made a motion to adjourn. Erik Waddell seconded. All in favor. Motion passed. Meeting adjourned at 8:21 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. January 10, 2024; February 14, 2024; March 13, 2024.

Respectfully submitted,
Susan Wagner, Secretary