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**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, March 13, 2024 6:45PM**  
**Oyster River Room of Durham Public Library**

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In Attendance: Robin Glasser, Charlotte Ramsay, Andrew Sharp. Erik Waddell arrived at 7:00 p.m.  
Quorum established at 7:00 p.m.

Board Alternates: Martie Gooze

Absent: Trustees Kim Sweetman, Susan Wagner. Alternate Trustee Callie Langton.

Observers/Guests: Linda Johnson (Friends Liaison), Beth Newkirk, Diana Carroll

Library Staff: Director Sheryl Bass

1. Call to order
  - a. Chair Robin Glasser called the meeting to order at 6:47 p.m. Only 4 Trustees were physically present. A quorum of 5 Trustees was established with Erik Waddell's arrival at 7:00 p.m.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. Chair Robin Glasser appointed Alternate Trustee Martie Gooze a voting Trustee to replace Susan Wagner.
3. Approval of meeting agenda
  - a. Martie Gooze moved to approve the meeting agenda. Andrew Sharp seconded. All in favor. Motion passed.
4. Introduction of guests
  - a. Beth Newkirk — prospective Alternate Trustee
  - b. Diana Carrol — presentation of Milne legacy. Diana's presentation covered several topics, including the Milnes' relationship and contributions to the DPL; the Carrols' personal relationship with the Milnes; lots of stories and anecdotes about the Library when it was housed in the Mill Plaza; and the move to the current Library building. Marjorie spent hours and hours in the DPL in Mill Plaza, especially after Lorus died. Marjorie Milne's bequest of \$475,000 was crucial in sparking the start of the DPL Capital Campaign for the new building. It was the largest private gift given to the DPL. The highlighted sculpture of the Milnes with swans behind the DPL was sketched by a local artist and created by Walter Liff of Portsmouth. A framed copy of a tribute poem to Marjorie Milne in located in the Children's Area of DPL. The Milnes published a total of 55 books. Diana spoke until 7:30 p.m. See Diana's "Milne Legacy" for more detail.

5. Public Comments/Correspondence
  - a. Director Sheryl Bass had a conversation with some members of the Tai Chi class who felt the Oyster River student art currently being shown on the second floor was inappropriate for their class.
6. Approval of February 14, 2024 Meeting Minutes
  - a. Andrew Sharp moved to approve the minutes of February 14, 2024, with the following two corrections. Erik Waddell seconded. All were in favor. Motion passed.
    - i. Susan Geib (not Geist), widow of Rand O'Brien
    - ii. Interlibrary Loan (not Load)
  - b. Chair Robin Glasser moved to accept the February 14, 2024 non-public session minutes as presented. Martie Gooze seconded. All were in favor. Motion passed.
7. Friends' Report – Linda Johnson
  - a. Attendance at Friends' meetings is up, and there are more cookie bakers.
  - b. The Friends passed a new Mission Statement, made some by-law changes, and elected new officers at their February 21 meeting.
  - c. The next meeting is March 20, 2024 at 1:30 p.m.
8. Treasurer's Report - Erik Waddell
  - a. See Treasurer's Report for complete details.
  - b. Andrew Sharp moved to accept the report, as presented. Martie Gooze seconded. All in favor. Motion passed.
  - c. The Carden Welsh gift to the DPL through the Town can be counted toward the 2023-24 Annual Fund, putting the total raised at \$24, 695.
9. Director's Report –Sheryl Bass
  - a. See attached Director's Report for complete details.
  - b. Sheryl highlighted the great job that Debbie Jarvis is doing with the DPL Programming and the Library's art displays.
10. Director's Action Items
  - a. HVAC in Meeting Room.
    - i. Sheryl reported on a March 8 meeting with both Charlotte Ramsay and two DPW HVAC staff. The DPW has tried some four fixes, none of which have been successful, partly because other sections of the DPL had been adversely affected. Sam Hewitt recommended an acoustical evaluation that would both evaluate the decibel levels, and list recommendations for amelioration.
    - ii. There was consensus for Sheryl to get information on possible companies to do an acoustic evaluation.
  - b. Copier Replacement.
    - i. The Library needs a new copier. Our current copier is no longer able to make good color copies and can't be repaired further. A middle range color copier costs \$248/month for 63 months, or it can be purchased outright for about \$10,000, including maintenance. It would communicate with the cloud which would be advantageous.

- ii. Sheryl recommended getting additional quotes. Erik Waddell advocated for purchasing a new copier outright. More details are needed about the maintenance and service contract if we buy outright. UVO would give the Library the Town rate on the copier, but “Town rate” is not always the best rate. Sheryl will obtain additional information and bring a recommendation to the Board at the April meeting.
- c. Hiring Recommendation.
  - i. Sheryl strongly recommended hiring Hilary Dow as a Youth Services Library Assistant, subject to reference checks and an FBI background check. She was just interviewed today, and she wowed everyone on the interview team.
  - ii. Chair Robin Glasser moved hiring Hilary Dow for 24 hours/week at the rate of \$18.00/hour, subject to successful reference and FBI background checks. Andrew Sharp seconded. All in favor. Motion passed.

#### 11. Policy Committee

- a. Revision to 3-D Printer Policy
  - i. Changes highlighted in yellow on attached 3-D Printer Policy.
  - ii. Erik Waddell moved to approve the suggested changes to the 3-D Printer Policy. Andrew Sharp seconded. All in favor. Motion passed.
- b. Need for new COVID Policy
  - i. A new Library COVID policy is needed to be in compliance with the CDC’s new policy, attached.
  - ii. Charlotte Ramsay moved that the Library adopt the new CDC recommended guidelines for isolating after any respiratory viral illness, including COVID-19. Andrew Sharp seconded. All in favor. Motion passed.
- c. Sealed minutes - Compliance with State statute
  - i. Two sets of sealed minutes dealing with DPL personnel were considered. No action is required at this time since minutes remain sealed for 10 years. The first set of minutes are from 7 years ago, and the second set are from 2023.

#### 12. Approval of Director’s Goals for 2024/2025

- a. See attached goals.
- b. Sheryl discussed her goals briefly.
- c. Charlotte Ramsay moved to approve the goals as presented. Martie Gooze seconded. All in favor. Motion passed.

#### 13. Endorsement of Beth Newkirk as Alternate

- a. The Board enthusiastically endorsed Beth Newkirk as Alternate Trustee nominee.

#### 14. Adjournment

- a. Martie Gooze moved to adjourn the meeting. Charlotte Ramsay seconded. All in favor. Motion passed. Meeting adjourned at 9:00 p.m.

#### Attachments:

Diana Carroll’s “Milne Legacy” document  
Treasurer’s Report (February 2024)

Director's Report  
Color Copier Quote  
Proposed 3-D Printer Policy  
New Proposed COVID Guidelines  
Proposed Director's Goals for 2024/2025

Submitted by Substitute Secretary Charlotte Ramsay

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**.  
April 10, 2024; May 8, 2024; June 12, 2024