

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, August 14, 2024
6:45 pm
Oyster River Room

In Attendance: Robin Glasser, Callie Langton, Charlotte Ramsay, Kim Sweetman, Erik Waddell, Susan Wagner

Board Alternates Kat Gatcomb, Martie Gooze, Beth Newkirk

Absent: Andrew Sharp

Observers/Guests: Linda Johnson (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.
 - i. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. Chair Robin Glasser appointed Alternate Trustee Kat Gatcomb a voting Trustee in Andrew Sharp's absence.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda, with the addition below. Callie Langton seconded. All were in favor. Motion passed.
 - i. Added Item 9.d Approval of security camera purchases.
4. Public Comments/Public Correspondence
 - a. Director Sheryl Bass mentioned that several positive verbal comments were received from patrons during the month.
5. Approval of May 8, 2024, Meeting Minutes
 - a. Charlotte Ramsay moved to approve the minutes, as presented. Kim Sweetman seconded. All were in favor. Motion passed.
6. Friends' Report – Linda Johnson
 - a. The Friends do not meet in July & August.

- b. The June book sale brought in \$540.
 - c. The next book donation period is the week of August 26-31.
 - d. The next Friends meeting will be September 18, 2024.
- 7. Treasurer's Report for June & July 2024 — Erik Waddell
 - a. See Treasurer's Report for complete details
 - b. Charlotte Ramsay moved to accept both the June and July Treasurer's Reports.
 - c. Callie Langton 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. Brighter elevator lighting and additional signage are being installed in response to an accessibility issue experienced by a patron when she could not read the interior elevator buttons.
 - ii. DPW has begun painting sections of the building where paint is chipping.
 - iii. The recent Music on the Lawn program by Mix Tape a cappella group was well attended and well received even though it was moved inside due to poor weather. Thank you to the Friends group.
 - iv. Summer reading programs concluded in late July. Local businesses were generous this year with prizes for both youth and adults.
 - v. Increased youth programming this summer has been well attended, especially a recent Cat Day Storytime featuring real kittens and cats!
 - vi. The Library's operating budget is currently underspent by about \$25,000. Staff have had a very busy summer, but they will catch up with acquisitions as we move into Fall. In addition, some large subscription and technology expenditures will be due before the end of the fiscal year.
 - vii. CPR Certification was completed by 7 of 9 staff on August 5.
 - viii. Per the Technology Plan, 4 new Dell computers were purchased for the Youth Services Department.
 - ix. The Library is partnering with UNH to promote their Cat Trax bike share program throughout the community. Community members can pick up and return a bike to the Library for use around Durham.
 - x. Kelly Montagano, Head of Youth Services, has partnered with the OR School District to create the Oyster River Readers Awards.
 - xi. A staff member has been placed on a Performance Improvement Plan.
- 9. Director's Action Items
 - a. Hiring recommendation – part-time Youth Services Library Assistant
 - i. Several applicants qualified for the position. Six were interviewed; three were serious contenders. While any of the three would be an asset to the Library, Youth Services staff ranked Katie Nadeau as their number one choice.

- ii. Chair Robin Glasser moved to hire Katie Nadeau for the position of part-time Youth Services Library Assistant (48 hrs/pay period) at \$18.00/hr., pending a successful FBI background check. Kim Sweetman seconded. All in favor. Motion passed.
- b. Increase UNH Work Study wage to \$13.00/hr.
 - i. The Library lost its previous Work Study Page to a higher paying job on the UNH campus. The Library budgets more money per year for Work Study (\$2,500) than it currently spends at the current hourly rate of \$10.00. At the same time the Library consistently uses its Work Study Page to perform functions that are normally performed by Library Assistants who are literally making twice as much per hour. Since the Library's portion of the per hour rate is only 30% (UNH pays 70%) up to the student's total Work Study award, there is room in the budget to increase the hourly rate to \$13.00/hr.
 - ii. Chair Robin Glasser moved to increase the UNH Work Study Page wage to \$13.00/hr., change the position description from Page to Clerk, and hire up to two positions. Callie Langton seconded. All in favor. Motion passed.
- c. Change to Code of Conduct Policy (smoking on Library grounds)
 - i. A new patron who has become a good library user has been regularly smoking outside the building. The addition of language forbidding smoking in the Library or on Library property is standard practice on the grounds of all other Town buildings.
 - ii. Erik Waddell moved to add language to the Code of Conduct Policy to disallow smoking in the Library or on Library property. Charlotte Ramsay seconded. All in favor. Motion passed.
- d. Approval of Security Camera Purchases
 - i. Two additional security cameras are needed to cover blind spots in the building.
 - ii. Erik Waddell moved to purchase two additional security cameras, along with any software and services necessary to use them. Charlotte Ramsay seconded. All in favor. Motion passed.

10. Strategic Planning Committee report

- a. The Committee (Kim Sweetman, Beth Newkirk, Sheryl Bass) met recently to begin evaluating the existing strategic plan with an eye toward what has been completed and what still needs work. The current plan is solid; a whole new plan is not required. They are considering another community survey to follow up on the previous survey.

11. Technology Committee report

- a. The Committee (Sheryl Bass, Audra Lewis, Erik Waddell, Susan Wagner) has met on 3 separate occasions to update the Library's Technology Plan for the next 3-

year cycle. Both the narrative and the detailed appendix are being updated by Assistant Director Audra Lewis. A Draft of the Plan will be distributed soon.

12. Annual Appeal letter

- a. Callie Langton and Kim Sweetman have once again volunteered to work on the Annual Appeal solicitations. The Appeal letters will hopefully be finalized at the September Trustees meeting, with the mailing being sent by November. Details for promoting the Annual Appeal, including whether to solicit a broader portion of the Durham community, will be addressed once the letter is finalized. Soliciting the business community was not as successful last year as it could have been, possibly since those letters were sent a bit late.

13. Approval of 2025 draft budget

- a. Director Sheryl Bass gave an excellent overview of the status of the current 2024 budget, as well as the proposed 2025 budget to be negotiated with the Town.
 - i. The Library is expecting to be approximately \$100 over budget at year's end. That said, there are 4 months left in the 2024 budget year.
 - ii. Sheryl detailed the Library's anticipated wages for 2025. A 3% COLA increase is projected for Town employees. Following a survey of comparable wages for Heads of Youth Services positions in NH, a higher wage increase will be requested for the Library's Head of Youth Services position.
 - iii. Sheryl suggested a 2025 operating budget proposal that is 1% below the Library's 2024 budget. A lengthy discussion ensued about the rising costs of digital subscription services, especially the Hoopla database. The Board recommended requesting more money for both digital resources and print collection line items to cover the cost of potential inflation.
 - iv. There was consensus to present to the Town a 2025 proposed budget which includes additional funds for digital and print resources.

14. Six-month review of Director's goals

- a. Tabled until September.

15. Adjournment

- a. Erik Waddell made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 8:48 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. September 11, 2024; October 9, 2024; November 13, 2024; December 11, 2024.

Respectfully submitted,

Susan Wagner
Secretary