

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, September 11, 2024
6:45 pm
Heritage Room of Durham Public Library

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

Board Alternates Kat Gatcomb, Beth Newkirk

Absent: Martie Gooze

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: 48 p.m.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. All Trustees were present at the meeting.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda, as presented. Kim Sweetman seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
 - a. None.
5. Approval of August 14, 2024, Meeting Minutes
 - a. Charlotte Ramsay moved to approve the minutes, as presented. Callie Langton seconded. All were in favor. Motion passed.
6. Friends' Report – Linda Johnson
 - a. The Friends did not meet in July & August; their next meeting is Wednesday, September 18.
 - b. The next book donation period is the week of September 23-28.

7. Treasurer's Report for August 2024 — Erik Waddell
 - a. See Treasurer's Report for complete details.
 - b. Erik noted a cash discrepancy of -\$91.59. Money went missing from the Trustee bag in the circulation desk safe between the time Director Sheryl Bass put money in the bag and when Erik picked up the bag from the safe. The circumstances of the missing money are not known, whether it might have been a miscalculation of change to a patron, or a unlikely petty theft. In the future the circulation desk drawer will be reconciled every day. A new safe will be purchased and placed in the Director's office, and the Trustee bag will be stored there. If cash needs to be changed, either the Director or Assistant Director will retrieve it from the new safe.
 - c. A large amount of cash was moved to the Checking Account to cover a check written to the Town. The Town has not yet cashed the check.
 - d. Chair Robin Glasser moved to accept the Treasurer's Report. Andrew Sharp 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. A new part has been ordered to improve the lighting in the elevator.
 - ii. With the return of UNH students for the Fall semester there has been a surge in new patron registrations, averaging 10 per day, the majority being new students.
 - iii. Fall programming partnerships have resumed, with Tai Chi on Tuesday/Thursday mornings and Mah Jong on Thursdays.
 - iv. Thanks to the Friends' sponsorship of the Music on the Lawn series, the Old Hat String Band performed to a crowd of 85 attendees on August 28.
 - v. The Coastal Adaptation Working Group is exhibiting a show in the Gallery titled "Picturing Rising Tides".
 - vi. In celebration of National Cat Day, the Pope Memorial Humane Society brought kittens and shared information about adoption for 65 attendees.
 - vii. Approximately 120 people participated in making friendship bracelets and kindness bookmarks to celebrate Friendship Week.
 - viii. The Library has spent 66-70% of its annual budget.
 - ix. During the slower month of August staff had been weeding the collection, ordering replacement copies, shifting shelves, and cleaning.
9. Director's Action Items
 - a. Recommendation for work-study student
 - i. There were over 190 UNH applicants for two work-study Library Clerk openings. Austin Johnson and Addison Nalen were recommended for the positions.

- ii. Erik Waddell moved to approve the hiring of recommended work-study students Austin Johnson and Addison Nalen. Charlotte Ramsay seconded. All in favor. Motion passed.
 - b. Recommendation for substitutes
 - i. Three UNH students, Cassidy Hall, Shanna Smith, and Audrey Mills, were interviewed and recommended for Substitute Library Assistant positions.
 - ii. Erik Waddell moved to approve the recommended Substitute Library Assistants. Andrew Sharp seconded. All in favor. Motion passed.
- 10. Strategic Planning Committee report
 - a. Report to be brought to the next Trustee meeting.
- 11. Approval of Annual Appeal letter
 - a. There was consensus on the basic content of the letters, but to pare down the length to more easily fit on one page. Options for donating, such as Qualified Charitable Distributions (QCDs) from retirement accounts, employer gift-matching, and planned gifts, will be highlighted on social media, and/or specific letters sent to qualifying individuals. It was suggested to put a QR code on the letter to make the donation easier. The committee will edit the letters as necessary.
- 12. Approval that book deliveries are part of regular library operations
 - a. A State Library employee mentioned that a public library employee should not use their personal vehicle for library business without accident and liability insurance coverage. Even though Durham Public Library employees are not Town employees, the Town policy will provide accident and liability insurance to cover DPL employees when they are performing regular Library operations.
 - i. Kim Sweetman moved to authorize Library outreach activities, including book deliveries by any DPL Library employee, as part of regular Library operations. Erik Waddell seconded. All in favor. Motion passed.
- 13. Six-month review of Director's goals
 - a. Director Sheryl Bass reviewed the progress made during the first six months of the year toward her 2024 goals. She will provide updates as goals/objectives are completed during the balance of the year.

Director Sheryl Bass and Chair Robin Glasser are meeting with Town Administrator Todd Selig on Thursday, September 12, to discuss the Library's proposed 2025 operating budget. The proposed budget is only \$2,168 more than the current 2024 budget. They are not anticipating any issues with approval.

- 14. Adjournment
 - a. Andrew Sharp moved to adjourn the meeting. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 8:10 p.m.

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

Respectfully submitted,

Susan Wagner
Secretary