

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, October 9, 2024**  
**6:45 pm**  
**Heritage Room of Durham Public Library**

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In Attendance: Robin Glasser, Andrew Sharp, Erik Waddell, Susan Wagner

Board Alternates, Martie Gooze

Absent: Trustees Kim Sweetman, Callie Langton, Charlotte Ramsay; Alternate Trustees Kat Gatcomb, Beth Newkirk

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 6:50 p.m.
    - i. A quorum of 5, including one Alternate Trustee, was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. Chair Robin Glasser appointed Alternate Trustee Martie Gooze a voting Trustee in Charlotte Ramsay's absence.
3. Approval of meeting agenda
  - a. Martie Gooze moved to approve the meeting agenda, as amended below. Andrew Sharp seconded. All were in favor. Motion passed.
    - i. Additions to 9. Director's Action Items –
      1. Lifetime membership to DPL for Michael York, retiring State Librarian
      2. Approve Director Sheryl Bass as the agent to collect Library funds identified as being lost
4. Public Comments/Public Correspondence
  - a. An email was received from a member of the Human Rights Commission complimenting Program & Outreach Coordinator Debbie Jarvis for assembling the recent Traditional Abenaki Storytelling program and basket display.

5. Approval of September 11, 2024, Meeting Minutes
  - a. Andrew Sharp moved to approve the minutes, as presented. Erik Waddell seconded. All were in favor. Motion passed.
6. Friends' Report – Linda Johnson
  - a. Friends co-chair Barb Jasinski attended a recent meeting of her peers from the Lee and Madbury Libraries.
  - b. The Friends are graciously funding various Youth and Adult Services wish list items which are not included in the Library's current operating budget, including
    - i. Nature related activities for Youth Services
    - ii. A display banner for upcoming events
    - iii. Additional funds to purchase more large print books
  - c. The next book donation week will be October 21-26, 2024
  - d. A book sale is being planned for November 8 and 9, 2024
  - e. The 2025 Friends Membership Drive is being planned for February 10-15, 2025
  - f. Linda Johnson will send a recent article from the Washington Post, entitled "Who Uses Public Libraries the Most?", to Chair Robin Glasser for distribution to Board members.
7. Treasurer's Report for September 2024 — Erik Waddell
  - a. See Treasurer's Report for complete details
  - b. The lost funds recorded in August under 'Other (cash discrepancy)' were the result of a calculation error in the budget spreadsheet. Funds are now accounted for.
  - c. Martie Gooze moved to accept the Treasurer's Report. Chair Robin Glasser 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. Durham DPW scraped and painted the building exterior portico and east-facing dormers.
    - ii. A small animal crawled into a foundation crack and died. DPW has sealed the crack, and the library is enduring the odor during the decomposition process.
    - iii. There have been problems with the software that controls the real-time viewing capabilities of the new security cameras installed in August. As compensation for this lingering problem, the vendor is installing a free exterior stairwell camera.
    - iv. At the same time Plymouth Rocket, the company that provides the event and room scheduling software, experienced a rocky transition to a new server which has proven to be quite disruptive.

- v. Most adult programming continues to have strong attendance, especially Mah Jong, the DPL Book Bunch, and the recent Papercutting Workshop with the DPL October Artist in Residence.
- vi. Since August 23<sup>rd</sup>, the Library has registered 184 new patrons; 117 of them are UNH students.
- vii. Youth Services programming also remains strong, especially the annual Firefighter Storytime. The Library has renamed its Raccoon Readers Book Club to the Oyster Readers' Book Club, and they have partnered with the Mast Way and Moharimet Oyster Readers Book Awards groups.
- viii. Save the Date! Jan Brett, legendary picturebook author/illustrator, is opening her book tour for her recent picturebook in Durham. Her appearance on November 29<sup>th</sup> is being sponsored by the Durham, Lee and Madbury libraries and will be held in the ORHS auditorium.
- ix. Chair Robin Glasser and Director Sheryl Bass presented the Library's proposed 2025 budget to Town Administrator Selig and select Town Council members. While the budget was well received in the initial meeting, subsequently Administrator Selig asked all department heads to consider ways to trim their budgets by about 2.5%. Since the Library's proposed budget is only \$2,168 more than the 2024 budget, Sheryl is hoping that the proposed cuts will not apply to the Library.
- x. The two new UNH work study students have started as Library Clerks.
- xi. Youth Services staff attended the recent YALS Conference in Concord.
- xii. Director Sheryl Bass received a call from the NH DOJ regarding documentation required from the Trustees showing the amount and status of restricted funds managed by the Trustees. A follow-up call to the DOJ is pending to request guidance.

#### 9. Director's Action Items

- a. Lifetime membership to DPL for Michael York, retiring State Librarian
  - i. All NH public libraries are being asked by the NH State Library to provide this service as a tribute to Mr. York.
  - ii. Chair Robin Glasser moved to offer Michael York a lifetime membership to DPL. Martie Gooze seconded. All in favor. Motion passed.
- b. Approve Director Sheryl Bass as the agent to collect Library funds identified as lost
  - i. A \$410 credit balance on an old credit card is the source of the lost funds.
  - ii. Erik Waddell moved to designate Director Sheryl Bass as the agent to collect the funds. Andrew Sharp seconded. All in favor. Motion passed. Chair Robin Glasser will write a letter to authorize Director Sheryl Bass.

#### 10. Strategic Planning Committee Report

- a. No report.

11. Personnel/Policy Committee Recommendations

- a. Security Camera Policy (new)
  - i. The policy explains why the Library is implementing it, as well as the circumstances surrounding the use and disclosure of the video.
  - ii. Chair Robin Glasser moved to accept the draft Security Camera Policy. Martie Gooze seconded. All in favor. Motion passed.
- b. Amendments to Personnel Policy
  - i. 2024 Staff Holiday Schedule revision to revert Indigenous Peoples' Day back to Columbus Day.
  - ii. Impairment at work during work hours under any circumstances revision
  - iii. Erik Waddell moved to accept the 2 draft revisions to the Personnel Plan. Martie Gooze seconded. All in favor. Motion passed.

12. 3<sup>rd</sup> Quarter Budget Review

- a. While the current budget is slightly over on a few line items (Travel, Telephone, Software Support, Digital Resources), the overall budget is still under budget by \$9,807 at this time.

13. Set Date for Annual Appeal Addressing Night

- a. The addressing party is set for Wednesday, November 6, 2024, at 6:45 p.m. at the Library.

14. Adjournment

- a. Martie Gooze moved to adjourn the meeting. Susan Wagner seconded. All in favor. Motion passed. Meeting adjourned at 8:05 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. November 13, 2024; December 11, 2024.

Respectfully submitted,

Susan Wagner  
Secretary