

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, January 8, 2025
6:45 pm
Heritage Room

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

Board Alternates: Kat Gatcomb, Beth Newkirk (attended via Zoom)

Absent: Trustee Andrew Sharp, Alternate Trustee 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.
 - 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, as presented. Callie Langton seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
 - a. Director Sheryl Bass reported that a note was received from a patron thanking the Library for adding more adult programming during the daytime hours.
5. Approval of December 11, 2024, Meeting Minutes
 - a. Charlotte Ramsay moved to approve the minutes, as presented. Callie Langton seconded. Six were in favor. Kim Sweetman abstained since she did not attend the December meeting. Motion passed.
6. Friends' Report – Linda Johnson
 - a. The Friends did not meet in December

- b. The Friends Annual Meeting will be held on January 22, 2025
 - c. Book Donations will be accepted during the week of January 27-February 1
 - d. The Annual Friends Membership Drive will be held from February 10-15. They have ordered a banner for the Library to advertise the event.
7. Treasurer's Report for December 2024 — Erik Waddell
- a. See Treasurer's Report for complete details. Points of interest in the report include:
 - i. Four new memberships in December
 - ii. The Annual Appeal total at year's end (Apr-Dec) is \$18,807.81; last year's total for the same period was \$20,173.25, a difference of \$1,365.44.
 - b. Kim Sweetman moved to accept the Treasurer's Report, as amended below. Kat Gatcomb seconded. All in favor. Motion passed.
 - i. The 'Other (cash discrepancy)' revenue line item was \$10.34, not \$0.24.
 - ii. The three figures in the YTD column at the bottom of the page (4.25; 749.60; 187.40) should be removed. They were November's interest amounts on the CDs.
8. Director's Report —Sheryl Bass
- a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. DPW is currently working on a heating problem in the Heritage Room and Cafe.
 - ii. DPW installed wireless access points on December 18. They are fully functional.
 - iii. LibCal, the new scheduling software that manages the events calendar, room use, and museum passes, was installed and rolled out to the public.
 - iv. Programming has resumed after the holidays. The Durham, Lee and Madbury Quilters Group is exhibiting their quilts in the Gallery during January. Jill Nooney from Bedrock Gardens discussed her new book on January 8. Dr. David Needle, UNH, made a presentation about respiratory disease in dogs. He hopes to start a Citizen Science Program.
 - v. The December intergenerational Storytime at Harmony Homes for both the daycare children and residents has been a wonderful success and will be held again on January 11.
 - vi. The Library will host two book talks with UNH Professor Laura Smith and her two classes (48 freshman students). Each student will receive a Library card and select YA or J Fiction books for their upcoming assignments.
 - vii. Staff are adding a monthly Saturday Family Storytime to the calendar starting January 11 in response to working parents who have requested storytimes they can attend with their children.

- viii. The UNH Center for Digital Health Innovation will lead a program on Teen Mindfulness which will teach mindfulness and meditation techniques using virtual reality systems.
- ix. 2024 employee evaluations should be completed by January 10.
- x. An additional 900 COVID tests have been received and are being actively distributed within the community.

9. Director's Action Items

- a. Grant privileges to Dover residents for the duration of Dover's library construction
 - i. The Dover library building is closing for renovations in February. Small collections will be available for browsing in the McConnell Center. DPL Trustee feedback to consider opening DPL to Dover residents for direct borrowing is that Dover could overwhelm DPL's collections. There was consensus, however, that Dover residents can continue to purchase an annual DPL library card for full library privileges. Meeting space can be made available to Dover if the DPL room(s) are not being used; however, meetings must be open to the public.

10. Policy Committee

- a. Homebound Delivery Service Policy (new)
 - i. Currently some informal delivery service has been provided. Director Sheryl Bass would like to pilot a more formal delivery program for homebound patrons. The new policy allows for individual delivery of materials to Durham residents only. Both Concord and Dover libraries have small programs which they have found manageable. Trustees had several questions/suggestions, including defining the delivery period (e.g., within a week of request?), materials to be made available (e.g., no Library of Things?), launch date (around March 1?), and delivery route. Sheryl will revise the draft policy and bring it to the February Trustee meeting.
- b. Survey questions for Director's evaluation
 - i. Beth Newkirk questioned how to evaluate statements 1 & 17. She feels she has insufficient information to do so. She suggested slightly alternate language for statement 1. Rather than "Encourages and supports staff in creating activities...", the statement could read, "Assures that staff create activities...". Trustees always have the option of responding "NA-Unable to evaluate" to any evaluation statement.
 - ii. Chair Robin Glasser will create the 2025 Director Evaluation Questionnaire in Survey Monkey for distribution to the Trustees soon.

11. Review 4th Quarter Budget Report

- a. At the end of Q4 the Library is returning \$13,798 to the Town. During 2024, the Town over-budgeted Library employees' health/dental insurance by \$22,000. This amount was offset by a 1% increase in wages (\$5,136) that the Town neglected to disclose. Combined, these actions contributed significantly to the Library's amount under budget for the year.
- b. Line items over budget include increased professional travel, incremental increases for software support, incremental increases for digital resources, double billing for the New York Times and Library Journal, and additional security cameras.
- c. Line items under budget include telephone/fax/cable, supplies, postage & printing, work study hours, office equipment rental, materials collections, programming, membership dues, and furnishings.
- d. Ninety-eight percent of the Library operating budget was spent for 2024.
- e. The 2025 Library budget was passed by Town Council without any cuts.

12. Other Business

- a. Trustees praised the accomplishments of the staff during 2024, especially Debbie Jarvis, Kevin Maier, and Director Sheryl Bass herself.
- b. There was a brief discussion about how to increase donations toward the end of the Library Annual Appeal (March 31, 2025), including reminders about employer matches, and the end of the Appeal approaching on March 31.
- c. There are 3 Library Board of Trustees positions (3 years each) open during the upcoming Town election on March 11, 2025. Candidates interested in running should file their declaration at Town Hall during the period January 22-31. Director Sheryl Bass will have an announcement placed in the Library's weekly electronic newsletter to solicit interested Durham residents.

12. Adjournment

- a. Erik Waddell made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 8:34 p.m.

Future meetings 2nd Wednesday of each month at **6:45 pm**. Jan 29 (Strategic Planning Workshop); Feb 12; Mar 12; Apr 9.

Respectfully submitted,

Susan Wagner
Secretary