

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, January 29, 2025
6:45 pm
Heritage Room

In Attendance: Robin Glasser, Charlotte Ramsay, Andrew Sharp, Kim Sweetman, Erik Waddell

Board Alternates: Kat Gatcomb, Beth Newkirk

Absent: Trustees Callie Langton & Susan Wagner; 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 6:46 p.m.
 - i. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustees to serve as voting members
 - a. Chair Robin Glasser appointed Alternate Trustees Kat Gatcomb and Beth Newkirk as voting Trustees in the absence of Callie Langton and Susan Wagner.
3. Approval of meeting agenda
 - a. Chair Robin Glasser moved to approve the meeting agenda, as amended below. Andrew Sharp seconded. All were in favor. Motion passed.
 - i. Addition of new item 7. Adjournment.
4. Public Comments/Public Correspondence
 - a. There were no public comments or correspondence since the last meeting.
5. Approval of January 8, 2025, Meeting Minutes
 - a. Approval of the January 8, 2025, minutes was postponed until the February 12, 2025, meeting.
6. Discussion and adoption of Strategic Plan 2025-2027
 - a. Chair Robin Glasser thanked the Strategic Plan Committee for its work.
 - b. Chair Glasser noted that the Library's accomplishments over the past 3 years are remarkable. Kudos were given to both Director Sheryl Bass and the Library staff

for their accomplishments. Director Sheryl Bass will share the report of accomplishments with the Town Council, in the weekly Library newsletter, and in print at the Library.

- c. Survey Results.
 - i. Survey results showed some gaps in knowledge about the Library's offerings. Sheryl feels this is not a concern as people tend to be selective about the information they take in.
 - ii. Feedback requested more use of social media. Using the community page could be one way to reach out to non-Library users, but it takes personnel resources to maintain the information successfully.
 - iii. Sheryl shared highlights from the survey that could be investigated. These include a desire for more space and more weekend hours. Sheryl will summarize common threads in the survey comments to identify specific action items. The priorities and actions in the proposed 2025-2027 strategic plan need the Board to reach a consensus.
- d. Each priority and objective in the proposed strategic plan was reviewed by the Board and agreed upon with minor wording changes.
- e. Sheryl expressed the need to identify a vision statement and values statement, both as a public facing document, and as a guideline for operations. The current mission statement incorporates both mission and vision, and some editing could be helpful. She will prepare the introduction for the next meeting; the values statement may take more time.

Chair Robin Glasser reminded the Trustees to complete the online survey for the Director evaluation. The evaluation will be discussed at the February 12, 2025, meeting.

Chair Glasser asked the Personnel and Policy Committee to meet on February 5, 2025.

8. Adjournment

- a. Charlotte Ramsay made a motion to adjourn. Cat Gatcomb seconded. All in favor. Motion passed. Meeting adjourned at 7:58 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. Feb 12, Mar 12, Apr 9.

Respectfully submitted,
from notes prepared by Trustee Kim Sweetman,

Susan Wagner
Secretary