

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, February 12, 2025
6:45 pm
Heritage Room

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

Board Alternates: Kat Gatcomb, Martie Gooze, Beth Newkirk

Absent:

Observers/Guests: Linda Johnson (Friends Liaison); Sudie Blanchard (prospective Trustee)

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:47 p.m.
 - i. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. All Trustees were present.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda. Kim Sweetman seconded. All were in favor. Motion passed.
4. Introduction of prospective trustee, Sudie Blanchard
 - a. Chair Robin Glasser introduced Sudie Blanchard who is running for one of three seats available on the Library board for the upcoming term. She is a career librarian and resides at Riverwoods.
5. Public Comments/Public Correspondence
 - a. None
6. Approval of January 8 and January 29 Meeting Minutes
 - a. Charlotte Ramsay moved to approve the January 8 minutes, as amended below. Kim Sweetman seconded. All were in favor. Motion passed.
 - i. Corrected "Sheryl Glasser" to "Sheryl Bass" in Item 4.a.

- ii. Changed the language in item 12.a. to read, “Trustees praised the accomplishments of the staff...”
 - b. Charlotte Ramsay also moved to approve the January 29 minutes, as presented. Kim Sweetman seconded. Five in favor; Callie Langton and Susan Wagner were absent from the January 29 meeting and therefore abstained. Motion passed.
7. Friends’ Report – Linda Johnson
- a. The Friends annual meeting was held in January.
 - b. The annual Membership drive is currently in progress. They hope to expand the membership, and they have created a marketing campaign with very eye-catching posters, a physical presence in the lobby, and additional information in the Library newsletter and on the website. Chair Robin Glasser and others commented on the attractiveness of the membership drive posters hanging along the entrance to the library.
 - c. The next book sale is June 13/14, 2025, with a larger book sale planned for November.
 - d. The Friends are investigating participation in United for Libraries, a division of the American Library Association which supports Friends groups throughout the country.
 - e. The next book donation week is February 24-28, 2025.
8. Treasurer’s Report for January 2025 — Erik Waddell
- a. See Treasurer’s Report for complete details
 - i. The current balance of the Facilities Fund CD is \$217,255.45.
 - ii. The current balance of the Restricted Endowment CD is \$54,313.87.
 - iii. The Trustees 2024-2025 Annual Appeal balance from April 1, 2024, through January 31, 2025, is \$22,151.91. The balance for the previous fund drive for the same period was \$22,528.25.
 - b. Charlotte Ramsay moved to accept the Treasurer’s Report. Callie Langton seconded. All in favor. Motion passed.
 - c. Erik will meet with Kat Gatcomb soon to transition the Treasurer’s duties to her as he leaves the Board. He will also be available to answer questions as Kat assumes the Treasurer’s duties.
 - d. There was a question about credit card payments and the allocation of transaction fees attached to those payments. Credit card payments come into a consolidated account, then get distributed to specific accounts based on the reason for each payment. Fees will be determined for each line item based on a flat percentage of the line item. Library staff will examine the payment reports to see if there is a more equitable way to allocate the fees.
9. Director’s Report –Sheryl Bass
- a. See Director’s Report for complete details. Noteworthy items include:
 - i. The heating issue in the Heritage Room and Café has been resolved.

- ii. The annual elevator inspection has been completed with no repairs or updates needed.
- iii. Director Sheryl Bass filed a complaint with the Durham Police Department on Friday, February 7, to report littering on Library property. The police expeditiously recorded and addressed the complaint, and the litterers picked up the trash.
- iv. Adult and Youth programming continue at a brisk pace during February. See the Director's complete report for details.
- v. Head of Youth Services Kelly Montagano and Library Assistant Katie Nadeau will attend the Childrens Librarians of NH Conference on February 18 in Concord, NH.
- vi. The Library will be closed on Monday, February 17, for a Staff Development Day.
- vii. The Library has been awarded an Ozone Gardening Grant on behalf of the UCAR Center for Science Education. The \$2,000 one-time stipend can be spent on gardening activities, and it also pays for Kelly Montagano to travel to Boulder, CO, in August in both 2025 and 2026.
- viii. The annual Trustees report was filed with, and accepted by, the NH Department of Justice on Monday, February 12.
- ix. Director Sheryl Bass will be away from the Library on medical leave beginning Friday, February 28. She hopes to return in time for the March 12 Board meeting.

10. Director's Action Items

- a. Consensus to obtain quotes for carpeting in the Oyster River Room
 - i. Director Sheryl Bass asked for a consensus to obtain carpeting quotes for the Oyster River Room. The cork floor is worn and at the end of its life. Sheryl will work with DPW to obtain 3 quotes to remove the cork flooring and replace it with carpet tiles.
 - ii. Charlotte Ramsay moved to authorize the Director to obtain 3 quotes to replace the cork floor with carpet tiles. Funding would be provided from the Facilities Fund. Andrew Sharp seconded. All in favor. Motion passed.

11. Personnel/Policy Committee

- a. Homebound Policy (Revisions to new policy)
 - i. Director Sheryl Bass presented draft 3 of the new policy after incorporating comments from the previous Trustees meeting. Callie Langton suggested rearranging a few items in the policy for clarity purposes.
 - ii. Callie Langton moved to accept the Homebound Policy. Erik Waddell seconded. All in favor. Motion passed.
- b. Teen Room and Library Use Guidelines (new)
 - i. Director Sheryl Bass explained that this new policy contains information from at least 2 other current policies. Youth Services Head Kelly Montagano feels

it is important to have a document to hand to parents which explains the Teen Room policy. The policy will also be posted near the Teen Room.

- ii. Kim Sweetman moved to accept the Teen Room and Library Use Guidelines, as amended below. Callie Langton seconded. All in favor. Motion passed.
 - a. Under Behavior Expectations in the Teen Room, Item 1 Respect Others, limit the text to read “Be kind to everyone”, and remove “and mindful of personal belongings’.

12. Strategic Plan 2025-2027

- a. Review 2025 Objectives that accompany the Plan
 - i. Director Sheryl Bass shared the current state of the objectives with the group. They are the same objectives, but with revisions added.
 - ii. Sheryl also shared a style sheet of an updated look and feel for the 2025-2027 Plan. While the style sheet was greeted with approval, there were suggestions to use a more readable/less harsh sans serif font.

13. Annual Evaluation of Library Director - *Non-Public Session in accordance with RSA-91-A:3,II*

- a. The Board entered non-public session at 8:18 p.m.
- b. The Board re-entered public session at 8:28 p.m.
- c. Charlotte Ramsay moved to accept the Personnel/Policy Committee’s recommended performance bonus of \$1,200, to be paid from the Unrestricted Operations Fund, for Director Sheryl Bass, for her outstanding work in 2024. Chair Robin Glasser seconded. All in favor. Motion passed.

14. Review of Director’s Goals for 2025/2026

- a. Tabled until the March meeting.

15. Adjournment

- a. Callie Langton made a motion to adjourn. Erik Waddell seconded. All in favor. Motion passed. Meeting adjourned at 8:40 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm.** March 12, April 9, May 14

Respectfully submitted,

Susan Wagner
Secretary