

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, March 19, 2025**  
**6:45 pm**  
**Heritage Room**

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In Attendance: Sudie Blanchard, Kat Gatcomb, Robin Glasser, Callie Langton, Beth Newkirk, Kim Sweetman, Susan Wagner

Board Alternates: Martie Gooze

Absent: Linda Johnson (Friends Liaison)

Observers/Guests: Laura Mason (Prospective Alternate Trustee); Erik Waddell (retiring Trustee)

Library Staff: Library Director Sheryl Bass

1. Call to order.
  - a. Chair Robin Glasser called the meeting to order at 6:45 p.m.
    - i. A quorum of 5 was physically present.
    - ii. Chair Glasser welcomed prospective Alternate Trustee Laura Mason and new Trustees Sudie Blanchard, Kat Gatcomb, and Beth Newkirk.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. All Trustees were present; no Alternate Trustee was appointed.
3. Approval of meeting agenda
  - a. Chair Glasser moved to approve the meeting agenda, as presented. Kim Sweetman seconded. All were in favor. Motion passed.
4. Election of Officers:
  - a. Chair Glasser presented the slate of officers for the coming year:
    - i. Robin Glasser – Chair
    - ii. Kim Sweetman – Vice Chair
    - iii. Katharine Gatcomb – Treasurer
    - iv. Susan Wagner – Secretary
  - b. Sudie Blanchard moved to approve the slate of officers. Callie Langton seconded. All were in favor. Motion passed.
5. Public Comments/Public Correspondence
  - a. No public correspondence was received since the previous meeting.

6. Approval of February 12, 2025, Meeting Minutes (public and non-public sessions)
  - a. Kim Sweetman moved to approve the public session minutes, as presented. Chair Glasser seconded. All were in favor. Motion passed.
  - b. Kim Sweetman moved to approve the non-public session minutes, as presented. Callie Langton seconded. All were in favor. Motion passed.
7. Friends' Report – Beth Newkirk (for Linda Johnson)
  - a. Linda Johnson recently had surgery and is doing well.
  - b. Friends met today, Wednesday, March 19, 2025.
    - i. Approved \$2,055 for purchases on the Children's Services wish list; The Adult Services wish list will be discussed at the next Friends meeting.
    - ii. The next book donation week is March 24-29, 2025.
    - iii. A large book sale is being planned for June 13-14.
    - iv. The Friends membership drive has brought in over 60 members so far this year.
    - v. National Library Week is April 6-12, 2025. The Friends will celebrate their appreciation for individual staff members during this week.
8. Treasurer's Report for February 2025 — Kat Gatcomb
  - a. See Treasurer's Report for complete details
  - b. This was Kat Gatcomb's first month as Treasurer. She thanked Erik Waddell for meeting with her twice to transition the responsibilities to her.
  - c. Chair Glasser asked how much money has been collected to date for the 2024-2025 Annual Appeal. As of the end of February, the amount is \$22,685.39, with one month to go before closing out the campaign. The previous year's campaign collected a total of \$24,824.05, so we are just short of that campaign at this time, during a year when election campaign donations may have contended with library donations.
  - d. Susan Wagner moved to accept the Treasurer's Report, as presented. Beth Newkirk seconded. All in favor. Motion passed.
9. Director's Report –Sheryl Bass
  - a. Sheryl is delighted to be back at work after her brief medical leave of absence. She praised both Kelly Montagano and Audra Lewis for managing the Library in her absence.
  - b. See the Director's Report for complete details. Recently completed noteworthy items include:
    - i. The Durham Public Works Department visited the Library recently to complete a punch list of small outstanding items.
    - ii. The February Love Your Library DPLopoly challenge had a small but mightily group complete 37 challenges, and the six prize winners were very appreciative.
    - iii. The Library has adopted from the Dover Public Library a new Sci-Fi and Fantasy Book Club called The Two-Eyed Cyclops. Both Dover and Durham residents have been invited to join. The Dover Library is currently undergoing renovations and has little space to hold events.
    - iv. Mary Ann Esposito's recent program "Plant, Harvest, Cook" on March 18 attracted 50 registrations (43 attendees).
    - v. Head of Youth Services Kelly Montagano attended the ORMS Community Day on February 21 and provided support for about 60 students who made bookmarks, played board games, and benefitted from a prize wheel.

- vi. In addition to planning other upcoming events for Youth Services, Kelly and staff are planning the upcoming summer reading promotion. This year's theme is "Color Our World".
- vii. Due to various factors, including supply chain issues and staff shortages, both Baker & Taylor and Ingram have experienced service delays, potentially impacting delivery times and order processing for books.

#### 10. IMLS Advocacy Statement

- a. Chair Glasser mentioned that the Trump administration has begun a process to defund the IMLS (Institute of Museum and Library Services). Grants provided by IMLS are used by the NH State Library to support our statewide ILL system, the purchase of downloadable books, and services for patrons with low vision or blindness. Director Sheryl Bass has drafted a letter to be shared with the Durham community to make them aware of the issue.  
There was discussion about tweaking the letter to make it more personal to Durham residents, and to include information where residents can follow the issue. Director Bass will distribute the letter via the Library's weekly newsletter, social media accounts and website, and perhaps via the Town's Friday Updates newsletter.
- b. There was consensus among the Trustees to support Director Bass's efforts to distribute the letter to Durham residents.

#### 11. Strategic Plan 2025-2027

- a. Director Bass reviewed both the Plan narrative and its accompanying graphic representation.
  - i. The Core Values were agreed upon by the staff at a recent staff meeting. Highlighted words are the staff's chosen words; however, the highlighting was felt to be distracting by some Trustees and will be removed in the final copy.
  - ii. The Mission and Vision statements were revised from their original statements, and small wording discrepancies in both the narrative and graphic will be corrected. The updated statements now read:
    - 1. **Our Continuing Mission**  
To enhance the quality of life in Durham by providing open access to ideas and information, encouraging exploration and learning for people of all ages, and supporting cultural enrichment.
    - 2. **Our Vision**  
The library is a vibrant center of the community, where lifelong learning, discovery, and cultural engagement thrive.
  - iii. Kat Gatcomb moved to accept both the narrative and graphic versions of the Core Values, Mission Statement, and Vision Statement, with the above-mentioned edits. Sudie Blanchard seconded. All in favor. Motion passed.
  - iv. The Strategic Priorities and Objectives were previously approved and were not reviewed again in detail.
  - v. Director Bass will update the Governance section to reflect the results of the recent election of new Trustees and Officers.
  - vi. Chair Glasser moved to accept both the narrative and graphic versions of the Strategic Plan 2025-2027, with the above-mentioned revisions. Callie Langton seconded. All in favor. Motion passed.

## 12. Technology Plan 2025-2027

- a. Director Bass reviewed a draft of the Technology Plan 2025-2027. There was a long discussion about the cumbersome format of the plan, and suggestions were made to streamline the format while retaining all the information. Director Bass will revise the Appendix spreadsheet to include the location of each device, its relation to any other device, and the justification for its purchase/replacement. Information in this Appendix spreadsheet will then replace the 'Assessment of Current Technology' sections in plan. Other sections of the plan will remain, including Mission and Vision, Introduction to the Plan, Goals and Objectives, and Implementation and Evaluation of the Plan.
- b. The revised Plan will be reviewed again at the April Trustees meeting.

## 13. Review of Director's Goals for 2025/2026

- a. See the 'Director Goals 2025' document for complete details.
- b. Director Bass reviewed the 3 goals she outlined for 2025. Two small wording substitutions were made.
  - i. In Goal 1, third bullet point, the word 'room' replaced the word 'building'.
  - ii. In Goal 3, third bullet point, the word 'literacy' replaced the word 'education'.
- c. Kim Sweetman moved to accept the Director Goals 2025 document, as revised above. Sudie Blanchard seconded. All in favor. Motion passed.

## 14. Adjournment

- a. Kat Gatcomb moved to adjourn. Sudie Blanchard seconded. All in favor. Motion passed. Meeting adjourned at 8:44 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. April 9, May 14, June 11

Respectfully submitted,

Susan Wagner  
Secretary