DurhamPublic Library
49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, April 9, 2025
6:45 pm
Heritage Room

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

Board Alternates: Board Alternates have not yet been appointed by the Durham Town Council for the 2025 year.

Absent: Susan Wagner, Linda Johnson (Friends Liaison)

Observers/Guests: Continuing Alternate Trustee Martie Gooze and Prospective Alternate Trustees Laura Mason and Joe Warzin.

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.

2. Chair appointment of Alternate Trustee to serve as voting member
    a. Six Trustees were present; no Alternative Trustee was appointed.

    b. Chair Robin Glasser took the opportunity to thank Andrew Sharp, Eric Waddell and Charlotte Ramsay for their service to the Trustees. Andrew served as past Secretary and Vice-Chair; Eric served as Treasurer; and Charlotte served as past Chair, among other jobs during her long tenure as a Trustee. All three recently retired from the Board of Trustees. Their many contributions *will be missed.*

3. Approval of meeting agenda
    a. Kim Sweetman moved to approve the meeting agenda, as presented. Callie Langton seconded. All were in favor. Motion passed.

4. Introduction of Joe Warzin, prospective Alternate Trustee
    a. Chair Glasser welcomed prospective Alternate Trustee Joe Warzin and welcomed prospective Alternate Trustee Laura Mason to her second meeting. Martie Gooze wishes to continue as an Alternate Trustee for another term. The Town Council will vote on the Alternate Trustees in about two weeks. Martie Gooze,

Laura Mason, and Joe Warzin have all submitted their application paperwork to the Town.

5. Public Comments/Public Correspondence
    a. Library Director Bass had a somewhat contentious interaction with a patron over email. The patron was annoyed that Director Bass has posted information about the IMLS (Institute of Museum and Library Services) information in the town Weekly Updates. They termed it political advocacy and was concerned about how local tax dollars are spent. The patron and Director Bass finished the conversation without coming to an agreement. The Board supported Director Bass's posting of the informational notice, making a distinction between a call to action, which would be political activity, and providing information to the community about library services.

    b. Callie Langton asked whether there is anyone offering legal opinions to libraries. Director Bass stated that she can go through the Town's attorney.

6. Approval of March 19, 2025 Meeting Minutes
    a. Kim Sweetman moved to approve the minutes of March 19, 2025, as presented. Kit Gatcomb seconded. All were in favor. Motion passed.

7. Friends' Report – Beth Newkirk substituting for Friends Liaison Linda Johnson
    a. Linda Johnson is doing well recovering at home from recent surgery, but she is not yet driving.
    b. The Friends will meet next Wednesday, April 16, at 1:30 pm. Trustees are invited to attend.

    c. The next Book Collection is the week of April 21-25.

8. Treasurer's Report for March 2025 — Treasurer Kat Gatcomb
    a. See Treasurer's Report for complete details
    b. Kat Gatcomb verbally added the March totals for the CDs and the Annual Appeal. They will appear in the updated report.
    c. Callie Langton moved to accept the Treasurer's Report, as presented. Chair Glasser seconded. All in favor. Motion passed.

9. Director's Report –Sheryl Bass
    a. See Director's Report for complete details.
    b. Facilities/Property /Infrastructure.

        i. The Library has not had hot water for years, supposedly because of the distance water must travel in pipes from the basement to upstairs. It turns out there was a lever that had never been turned on to allow the flow of hot water. The Library has hot water now.

        ii. The crash bar on the exit door near the Director's Office was not locking properly and the Library was accessible during the night. It seems that

people need to be more careful turning the key in the lock. Problem fixed.

iii. Construction on Madbury Road will be an ongoing traffic problem. One-way signage is not readily evident to drivers. During the day, there are people directing traffic. Perhaps the signage needs to be improved. Director Bass will contact the company or Town about cars going the wrong way on the road in the evening.

c. Programming.

i. Programs were well-attended and successful. Special thanks to Jiong Jiong Hu for generously donating her time to lead the Meditative Yoga sessions. She will be taking a break in a few weeks but will return with this popular program.

ii. The Community Café offers residents the opportunity to offer programs about their own experiences or interests. These programs have been well-received and well-attended.

iii. A new Cribbage group is starting in April.

d. The Director's Report was paused for the Public Hearing.

7:15 Public Hearing for the acceptance of 2024-2025 Annual Appeal.

Chair Glasser explained that if the Trustees take in more than $5000, there must be a public hearing to accept the funds.

There were no public comments.

Chair Glasser moved to accept funds in the amount of $23,690.39, plus accrued interest, to be used as outlined in the annual appeal letter and in a manner consistent with the library's mission. Sudie Blanchard seconded. All in favor. Motion passed.

Chair Glasser moved to close the 2024-2025 Annual Appeal. Callie Langton seconded. All in favor. Motion passed.

Chair Glasser moved to close the Public Hearing. Callie Langton seconded. All in favor. Motion passed.

e. Director's Report (continued)

f. Legislative Update

i. See NH Library Association Chart for full update.

ii. Director Bass updated the Trustees on pending legislation in NH that may impact libraries.

iii. The NHLA is opposed to HB273 because there is no language in the bill on how to carry out the requirements of this very complicated issue.

iv. It is already library practice not to disclose patron information. The NHLA is opposed to HB666 because it puts staff at risk of fines.

v. SB208 addresses the requirement to have a curation policy.

vi. IMLS has been fully defunded so there is no one to call at the organization for help using the grant money. There is still no word whether the $1.5 million federal funding will be delivered, although Director Bass doubts it will be. It is questionable whether the State will pick up the slack in funding. Callie Langton noted that suits are being filed, so there is a glimmer of hope. Director Bass will keep the Trustees updated.

10. Director's Action Items
    a. Safety Policy
        i. See Safety Policy for complete information.
        ii. Director Bass read through and explained the proposed Safety Policy. Following discussion and questions, the proposed policy will be amended:
            1. Use the term "staff" rather than "employees" consistently.
            2. In Section 4.5 Lost Children or Vulnerable Adults, third bullet: Conduct up to a 2 minute search and activate a panic button, as warranted.
            3. Remove Section 7. Enforcement & Review.
        iii. Kim Sweetman moved to approve the Safety Policy, as amended. Sudie Blanchard seconded. All in favor. Motion passed.
    b. Payment to Town for 2024 Expenses
        i. Chair Glasser explained that the Library deficit-spends approximately $20,000 each year, then reimburses the Town. It is easier for the Town when the Library writes one check rather than pay as items are charged.
        ii. Director Bass gave an overview of the 2024 budget spending.
            1. See FY24 Budget Update for complete information.
            2. Hoopla is three times more expensive than Libby and the cost is unpredictable since the Library pays as items are downloaded. There are restrictions, but they may not be enough. It is a very popular service with some patrons.
            3. The invoice received from the Town is confusing. The bottom line of funds owed the Town is both the Trustees' $20,000 annual contribution to funding and $9,133.98 in expenses not budgeted but approved during the year.
        iii. Chair Glasser moved to pay the Town $29,133.98 for Trustees part of the 2024 budget to be taken from unrestricted operations fund. Callie Langton seconded the motion.

Chair Glasser noted that copier and other related equipment expenses can be transferred later from the restricted equipment fund to the unrestricted operations fund.

All in favor. Motion passed.

Director Bass paused the meeting to ask for Trustees' thoughts on the meeting of the Seacoast Village Death Café at the library. The organization has paid memberships. Due to the personal nature of discussions, they want to have private closed meetings. The Trustees were uncomfortable with not applying the open meeting policy to one group, regardless of the merits of their work. Director Bass will offer alternatives to closed meetings at the library.

11. Review of 1st Quarter Budget
    a. See FY25 Budget Update for complete information.
    b. Director Bass found a few inaccuracies in the document which made some expenses seem very high. She is sure that the budget is close to projections for this time of year.

12. Recommendation of the following Alternate Trustees: Martie Gooze, Laura Mason, Joe Warzin
    a. Beth Newkirk moved to send the names of Martie Gooze, Laura Mason and Joe Warzin to the Town Council to be voted as Board of Trustees Alternates. Kim Sweetman seconded. All enthusiastically in favor. Motion passed.
    b. Chair Glasser will forward a letter to the Town Council recommending these three as Alternates.

13. Adjournment
    a. Callie Langton moved to adjourn the meeting. Sudie Blanchard seconded. All in favor. Motion passed. Chair Glasser adjourned the meeting at 8:48 pm.

Future meetings 2nd Wednesday of each month **6:45 pm**. May 14, June 11, July 9

Respectfully submitted,
from notes prepared by Trustee Beth Newkirk

Susan Wagner
Secretary