

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, May 14, 2025
6:45 pm
Heritage Room

In Attendance: Kat Gatcomb, Robin Glasser, Callie Langton, Beth Newkirk, Susan Wagner

Board Alternates: Laura Mason, Joe Warzin

Absent: Alternate Trustee Martie Gooze; Trustees Kim Sweetman, Sudie Blanchard

Observers/Guests: Linda Johnson (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Glasser called the meeting to order at 6:46 p.m.
 - i. A quorum of 5 was physically present. There were no remote attendees.
2. Chair appointment of Alternate Trustee(s) to serve as voting members, as needed
 - a. Chair Glasser appointed Alternate Trustee Laura Mason a voting Trustee in Kim Sweetman's absence. Alternate Trustee Joe Warzin was appointed a voting Trustee in Sudie Blanchard's absence.
3. Approval of meeting agenda
 - a. Beth Newkirk moved to approve the meeting agenda, as amended below. Kat Gatcomb seconded. All were in favor. Motion passed.
 - i. Item 10.a, Approval of Technology Plan, is postponed until the June meeting.
4. Public Comments/Public Correspondence
 - a. Director Bass received a message complaining about the noise in the Oyster River Room from the HVAC system during programs.
5. Approval of April 9, 2025 Meeting Minutes
 - a. Callie Langton moved to approve the minutes, as presented. Joe Warzin seconded. All in favor. Motion passed.

6. Friends' Report – Linda Johnson
 - a. At the April 16 meeting there was some discussion of the implications of the Federal financial cuts and the roll that the Friends might play.
 - b. The next book sale, scheduled for June 13-14, is being canceled. It may be replaced with pop-up book sales.
 - c. Wednesday, May 21, is the next Friends meeting. Agenda items will include pop-up book sales, museum passes, Fall spending plans, a possible revision of the membership brochure, and a brief Library tour by Director Bass.
7. Treasurer's Report for April 2025 — Kat Gatcomb
 - a. See Treasurer's Report for complete details
 - b. Beth Newkirk moved to accept the Treasurer's Report, as amended below by the Treasurer. Callie Langton seconded. All in favor. Motion passed.
 - i. The date was corrected in the document header from January 2025 to April 2025.
 - ii. The April Annual Appeal 2025-2026 amounts were \$87.74, not \$82.54.
 - iii. The April PayPal fee was \$4.00, not \$3.37.
 - iv. The transfer of the 2023-2024 Annual Appeal total (\$24,824.05 plus any accrued interest) was completed. The funds had not been transferred last year.
8. VOTE TO MOVE \$23,690.39 from 2024/2025 Annual Appeal funds to Prior Year Annual Appeal Account and \$22,837.75 from Prior Year Annual Appeal to Unrestricted Operations Account.
 - a. Chair Glasser moved to transfer \$23,690.39, plus any accrued interest, from the 2024/2025 Annual Appeal account to the Prior Year Annual Appeal Account, and \$22,837.75 (includes accrued interest) from the Prior Year Annual Appeal Account to the Unrestricted Operations Account. Kat Gatcomb seconded. All in favor. Motion passed.
9. Director's Report –Sheryl Bass
 - a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. Facilities
 1. The Library HVAC system failed after being serviced, but the company returned the next day, and the system is now running smoothly.
 2. DPW's third-party vendor conducted the property cleanup and did a lovely job.
 3. On April 24th a gas main was struck by a construction excavator resulting in a gas leak that required about a 90-minute shelter-in-place order for the Library.
 - ii. Programming

1. A very successful month of adult programming included a Community Café series presentation about hiking in the Himalayans; a large crowd for a presentation on the Wood Island Maritime Station; and 30 attendees for an Aging in Place program with the Library partnering with Cornerstone VNA.
2. Youth programming included the last Teen Advisory Board meeting of the school year where 6 of the 10 members are graduating this year and were celebrated; and the library partnered with Lee and Madbury libraries to create Summer Reading bookmarks listing all the joint programs as well as Storytime days and times.
- iii. The Library has expended 34.5% of its allocated operating budget.
- iv. Director Bass attended a one-day Primex “HR for Non-HR Professionals” training program on April 29.
- v. Director Bass submitted the annual NH State Library Statistical Survey statistics ahead of the April 29 deadline.
- vi. On May 1 Director Bass presented at the NHLTA conference on the topic of creating policies and procedures that create safe library workspaces.
- vii. The Library’s computers require upgrading to the Windows 11 operating system prior to its October 2025 end-of-support, and all but 3 have been upgraded at this time. Director Bass gave a ‘shout out’ to former employee Andrew Clarke who volunteered to assist with this task.
- viii. An in-person complaint was received from the parent of a 13-year-old child when the child was asked not to attend the Library’s 18+ Dungeons and Dragons Club meetings. While staff handled the complaint effectively, the complaint was taken to Facebook. The community largely handled the Facebook complaint without the Library having to engage online.

10. Action Items

- a. Approval of Technology Plan – deferred until the June meeting
- b. Recommendation for website hosting platform
 - i. See the purchasing recommendation for complete details and pricing.
 - ii. The Library’s current website hosting platform Piper Webs is closing in October 2025. They recommended two replacement options, and a third option was recommended by another library. After careful consideration of functionality, cost and flexibility Director Bass recommended the engagement of CyberOptik which was judged to be the ‘just right’ option for DPL. Director Bass gave a brief demonstration of the software being used in a similar library.
 - iii. Callie Langton moved to approve CyberOptik as the Library’s new website hosting platform. Laura Mason seconded. All in favor. Motion passed.

11. Report from Trustees who attended the NHLTA Annual Conference

- a. Beth Newkirk attended a session called 'AI in Libraries: Policy Considerations for Trustees'. The Library should have an AI Policy, and in developing that policy, staff should research the quality of various AI engines/databases to determine quality and what differentiates one from another.
- b. Beth also attended a session called 'The Facts about Accessibility: What You Need to Know', which focused on creating an engaging library environment and signage.
- c. Kat Gatcomb commented on keynote speaker Kelly Jensen's presentation, 'The Courage to Put on the Cape: How Library Trustees Can Harness Their Power for Good', and Director Bass's presentation on 'Policies and Procedures that Support and Promote Safety in the Library'.
- d. Susan Wagner commented on two programs she attended, 'Legislative Tracking & Policy Advocacy' which focused on New Hampshire's legislative process and how to advocate within it, and 'Library Trustees Laws, Responsibilities and Donor Gifts' which focused on how to handle donor gifts and charitable trusts.

12. Adjournment

- a. Callie Langton made a motion to adjourn. Laura Mason seconded. All in favor. Motion passed. Meeting adjourned at 8:07 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. Jun 11, Jul 9, Aug 10, Sep 8

Respectfully submitted,

Susan Wagner
Secretary