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

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, June 11, 2025
6:00 pm
Heritage Room

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

Board Alternates: Martie Gooze, Laura Mason

Absent: Trustee Beth Newkirk; Alternate Trustee Joe Warzin

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 6:02 pm.
        i. The Board agreed to allow Trustees to vote remotely, and a quorum of 5 was physically present.

2. Chair appointment of Alternate Trustee to serve as voting member, as needed
    a. Chair Robin Glasser appointed Alternate Trustee Laura Mason a voting Trustee in Beth Newkirk's absence.

3. Approval of meeting agenda
    a. Sudie Blanchard moved to approve the meeting agenda, as amended below. Callie Langton seconded. All were in favor. Motion passed.
        i. Remove Item 10. Review of 2nd quarter budget.
        ii. Change meeting time from 6:45 pm to 6:00 pm, and meeting dates from Aug. 10 to Aug. 13, and Sept. 8 to Sept. 10, in list of future meetings.

4. Public Comments/Public Correspondence
    a. There were no public comments or correspondence since the last meeting.

5. Approval of May 14, 2025 Meeting Minutes
    a. Callie Langton moved to approve the minutes, as amended below. Laura Mason seconded. Five were in favor. Motion passed. Both Kim Sweetman and Sudie Blanchard abstained since they were both absent from the meeting.

i. In the last line of Item 9.a.viii change the word 'compliant' to 'complaint'.

6. Friends' Report – Linda Johnson
    a. As a prelude to the May Friends meeting, Head of Youth Services Kelly Montagano and Assistant Director Audra Lewis led a tour of the Library, highlighting the items purchased with funds raised by the Friends.
    b. The Friends increased their reserve account from $5,000 to $10,000.
    c. The first planned pop-up book sale (Women in WWII) was recently held.
    d. The membership brochure will be updated for 2026.
    e. There was a discussion of various ways to promote the museum passes funded by the Friends.
    f. The next public book donation period will be June 23-28.
    g. During the month of June, Hannaford's Supermarket in Durham is donating $1 to the Friends for every reusable bag purchased.
    h. The next meeting will be September 17, 2025. Pop-up book sales will continue throughout the summer.

7. Treasurer's Report for May 2025 — Kat Gatcomb
    a. See Treasurer's Report for complete details.
    b. Susan Wagner moved to accept the Treasurer's Report, as amended below. Kim Sweetman seconded. All in favor. Motion passed.
        i. The April Annual Appeals amount should be $82.74 rather than $87.74.
        ii. The CD amounts for May should be:
            1. CD1 Facilities Fund $219,701.35 rather than $252,557.04
            2. CD2 Restricted Endowment Fund $54,925.34

8. Director's Report –Sheryl Bass
    a. See Director's Report for complete details. Recently completed noteworthy items include:
        i. Two new outdoor security cameras were installed at the back of the Library, and one of the upstairs toilets was replaced due to a faulty pressure release valve alarm.
        ii. Four new computers, budgeted for replacement in 2025, and an extension mic for the meeting OWL were delivered recently.
        iii. The adult Mah Jongg program has had at least 20 participants each week, and the Library will coordinate a volunteer to assist with teaching the game to residents at Brookdale Assisted Living Community.
        iv. Virtual programming shared with other regional libraries has proven to be a great way to diversify adult programming at a very low (or no) cost to the Library.
        v. New items have been added to the Bill Schoonmaker Library of Things.
        vi. In keeping with the ongoing street construction in front of the Library, the recent Children's construction-themed storytime was a hit with about 50 people attending.

vii. Sixty-five children registered for the Summer Reading Program on the first 2 days. Head of Youth Services Kelly Montagano and a staff member from the Lee Library visited the Moharimet School to tell each grade about the Summer Reading Program, and they will also be visiting the Middle School.
viii. Also, as part of incenting the children to read this summer, the Library is partnering with Pope Memorial Humane Society to help cover the adoption fee of a dog who has been in the shelter the longest. A private donor will cover the fee if the participants together reach a goal of 180,000 minutes of reading.
ix. Collection projects are underway, including weeding, ordering replacements and shifting.
x. Assistant Director Audra Lewis attended Primex Supervisor's Academy for 3 days last week.

9. Director's Action Items
    a. Approval of Technology Plan
        i. Director Bass presented a new condensed format for the Technology Plan. The narrative portion has been significantly reworked to include just the plans goals, and how the plan will be implemented and evaluated. At the same time the spreadsheet portion of the plan has been expanded to include details of every piece of technology equipment owned and/or anticipated, along with an estimated purchase or replacement date and cost through 2027.
        ii. Susan Wagner moved to approve the Technology Plan 2025-2027, as presented. Sudie Blanchard seconded. All in favor. Motion passed.

    b. New Policy: Dress Code
        i. Director Bass presented a new Employee Dress Code Policy. Chair Glasser mentioned that this version of the new policy has been endorsed by the Personnel & Policy Committee. It is intended to address what is acceptable attire while working at the Library.
        ii. There was significant discussion about the wording used in the policy, and many suggestions were made for more neutral language, especially around topics which might be construed as activism rather than advocacy.
        iii. Director Bass will work with Trustee Callie Langton to revise the language for the policy based on board feedback.
        iv. Kim Sweetman moved to approve the Employee Dress Code Policy with the suggested edits. Chair Robin Glasser seconded. All in favor. Motion passed.

10. Review of 2nd Quarter Budget
    a. Previously removed from the agenda under Item 3.a.i above.

11. Adjournment
    a. Kim Sweetman made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 7:30 pm.

Future meetings 2nd Wednesday of each month **6:00 pm**. ~~July 9~~ (meeting canceled), August 13, September 10.

Respectfully submitted,

Susan Wagner
Secretary