

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, August 13, 2025
6:00 p.m.
Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb (arrived at 6:10), Callie Langton, Beth Newkirk, Susan Wagner

Board Alternates: Martie Gooze, Laura Mason, Joe Warzin

Absent: Robin Glasser, Kim Sweetman

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. In Chair Robin Glasser's absence, Susan Wagner called the meeting to order at 6:02 p.m. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member, as needed
 - a. Susan Wagner appointed Alternate Trustee Laura Mason as a voting Trustee in Chair Robin Glasser's absence, and Alternate Trustee Joe Warzin as a voting Trustee in Kim Sweetman's absence.
3. Approval of meeting agenda
 - a. Callie Langton moved to approve the meeting agenda, as amended below. Kat seconded. All were in favor. Motion passed.
 - i. Friends report was tabled since there was no Friends meeting since June.
4. Approval of June 11, 2025 Meeting Minutes
 - a. Beth Newkirk moved to approve the minutes, as presented, Joe Warzin seconded. Motion passed with two abstentions. Beth Newkirk and Joe Warzin had not attended the June meeting.
5. Public comments and responses: Director Bass read letter from Jeff Murdoch regarding his concern over signage at the library and her response. Two other letters were read.
6. Treasurer's Reports for June & July 2025 — Kat Gatcomb
 - a. See Treasurer's Reports for complete details

- b. Beth Newkirk moved to accept the Treasurer's Reports, as presented. Callie Langton seconded. All in favor. Motion passed.

7. Director's Report –Sheryl Bass

- a. See Director's Report for complete details. Recently completed noteworthy items include:

- i. Facilities

- 1. Annual maintenance was completed on the HVAC and fire alarm systems, and the 3-5 yr. maintenance was performed on the fire suppression system.
 - 2. The Library experienced a minor flood in the boiler and electrical rooms in June due to a failed expansion tank. DPW reacted quickly to replace the tank without incurring any damage.

- ii. Programming

- 1. The "Color Our World" summer reading theme was a hit with both adults and youth participants. New this year were 5 adult Creator Studio programs, with requests for them again.
 - 2. One Music on the Lawn concert has been held (Chickenshack Bluegrass Band); there were 85 attendees, including a van full of assisted living residents.
 - 3. In partnership with the Tewksbury Public Library, MA, the Library offered a few virtual programs to Durham residents at little to no cost.
 - 4. The Youth summer reading program registered more middle and high schoolers than ever before. They were very motivated by the 'read to help a dog find a forever home' incentive, and they exceeded their goal to find a home for 'LeeLou'.
 - 5. There were also 6 teen & tween programs, and 28 programs for elementary age and younger. Middle and high schoolers have been using the YA Room most days.
 - 6. Seventy-one prizes were raffled off this year, and each participant also received a prize book, coupon, and a free bagel & cream cheese from The Works. The annual Firefighter Storytime & Summer Reading Party had 55 attendees. The Fire Department even offered a raffle for a free ride to school in a fire truck as a Summer Reading Program prize! Director Bass commended Kelly Montagano, Head of Youth Services for her work this summer.
 - 7. The Library, in partnership with the Integrated Waste Management Advisory Committee (IWMAC), is sponsoring a school supply swap for area students.

- iii. The Library has expended 60% of its allocated operating budget.

iv. Legislative Updates

1. NH HB273 relative to a parent's access to their minor child's library records was signed into law by Governor Ayotte on 08/01/25. The effective date for this new law is 01/01/26.
2. NH HB324 relative to prohibiting obscene or harmful sexual materials in schools was vetoed by Governor Ayotte on 07/15/25.
3. NH SB213 relative to electioneering by public employees was vetoed by Governor Ayotte on 08/01/25.
4. NH HB143- relative to the issuance of no trespass orders on municipal or school district property was amended to remove trespass language.

v. The NH State Library will receive full funding from the Institute of Museum & Library Services (IMLS) to provide federally funded services through 9/30/2026.

vi. Library Staff

1. Assistant Director Audra Lewis is currently on medical leave until August 25, 2025.
2. Head of Youth Services Kelly Montagano is currently in Colorado Springs fulfilling the educational requirement of the grant-funded Ozone Project. She will return on August 25, 2025, as well.

8. Action Items

a. Accept resignation of Katherine Nadeau

- i. Susan Wagner moved to accept the resignation of Katherine Nadeau. Kat seconded. All in favor. Motion passed with regret.
- ii. Callie Langton moved that we give Katherine the payout for her annual vacation leave - \$545.40 (\$18/hr). Joe Warzin seconded, and all approved. The money will come from the unrestricted operating fund.

9. Review of 2nd Quarter Budget

- a. Director Bass walked us through the 2nd quarter budget, looking at areas that are overspent and underspent. We discussed Hoopla and its cost (vs Libby Advantage—purchasing more copies of books in Libby) All agree that the cost of Hoopla is unsustainable. Cameras cost double what was budgeted for them. This needs to be reflected in the tech plan.

10. Presentation of 2026 Budget

- a. Director and the board discussed the budget as presented, and decided that we should support a 3.8% increase (COLA plus increases supplies, etc)

11. Six-Month Review of Strategic Plan

- a. Director Sheryl Bass updated Trustees on the progress toward the four priorities listed in the 2025-2027 Strategic Plan for the period January through August 2025. She provided detailed examples of initiatives, programs, and operations

that have advanced the Library's mission. Specific details are listed in her 3-page report. Board notes that library staff has done a remarkable job accomplishing all they have done.

12. Annual Appeal: Planning for 2025/2026; Draft Letter to be presented and approved at the September Meeting. Callie detailed plans for letter, social media. Envelope stuffing, signing letters, etc to be accomplished in mid-October.

13. Adjournment

Callie Langton made a motion to adjourn the meeting. Laura Mason seconded. All were in favor. Motion passed. Meeting adjourned at 7:51 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. Sep. 10, Oct. 8, Nov. 12

Respectfully submitted,

Sudie Blanchard
Secretary pro tem