DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, September 10, 2025
6:00 pm
Heritage Room

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

Board Alternates: Joe Warzin

Absent: Trustee Sudie Blanchard, Alternate Martie Gooze, Alternate Laura Mason

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 6:01 p.m.
        i. A quorum of 5 was physically present.

2. Chair appointment of Alternate Trustee to serve as voting member
    a. Chair Robin Glasser appointed Alternate Trustee Joe Warzin a voting Trustee in Sudie Blanchard's absence.

3. Approval of meeting agenda
    a. Callie Langton moved to approve the meeting agenda, as amended below. Joe Warzin seconded. All were in favor. Motion passed.
        i. The Electronic Resources presentation will be tabled until the October meeting.

4. Public Comments/Public Correspondence
    a. None

5. Approval of August 13, 2025 Meeting Minutes
    a. Callie Langton moved to approve the meeting minutes, as amended below. Joe Warzin seconded. Motion passed with two abstentions. Chair Robin Glasser and Kim Sweetman had not attended the August meeting.

i. The words “as amended below” were added to Item 3.a. Approval of Meeting Agenda, and 3.a.i. “Friends report was tabled since there was no Friends meeting since June”, was added.
ii. The vote for Item 4. “Approval of the June 11, 2025 Meeting Minutes” was changed, from “All were in favor”, to “Motion passed with two abstentions. Beth Newkirk and Joe Warzin had not attended the June meeting”.
iii. Under Item 12. Annual Appeal, the duplicate sentence “Letter to be approved at September meeting” was removed.

6. Friends’ Report – Linda Johnson
    a. Friends liaison Linda Johnson reported the following:
        i. The next Friends meeting will be Wednesday, September 17.
        ii. Six hundred and fifty-six (656) books were sold in 12 hours at the June book sale, earning $328.21 for the Friends.
        iii. The next book donation week is September 22-27.

7. Treasurer’s Report for August 2025 — Kat Gatcomb
    a. See Treasurer’s Report for complete details
    b. Kim Sweetman moved to accept the Treasurer’s Report, as amended below. Callie Langton seconded. All in favor. Motion passed.
        i. A PayPal fee of $0.63 to be added under Expenditures for August.

8. Director’s Report –Sheryl Bass
    a. See Director’s Report for complete details. Recently completed noteworthy items include:
        i. Facilities
            1. Road construction update: Curbing and sidewalks in front of the Library will be installed over the next few weeks, and the construction impact on the library should subside by the end of October. Landscaping repairs and beautification will not be completed until next Spring/Summer.
            2. Minor flooding occurred in the boiler room in the Library basement. Water egress into the rest of the basement and server room was minimal.
        ii. Programming
            1. The Library partnered with the IWMAC to host a very successful School Supply Swap for the last 2 weeks in August and the first week in September.
            2. There were two very successful virtual programs in partnership with the Tewksbury Public Library. “Managing Money – A Caregiver’s Guide to Finances” was offered by the Alzheimer’s Association and had over 100 people in attendance.

3. The group She Gone played on the lawn for the final concert of the summer. There were over 80 in attendance.
4. The first full week of Youth Services programming since Summer Reading was last week, and the construction did not deter patrons from attending. There were three storytimes, each with a great turnout. There have been lots of new families in the past two weeks!
5. Art Club and LEGO Club filled up on the first day of open registration. Staff are contemplating adding an extra Art session to keep up with the demand.

iii. The Library has expended 70% of its allocated operating budget.

iv. Staff

1. School is back in session! Staff are excited to welcome both ORCSD students and UNH students back.
2. DPL participated in UNH's University Day on Thursday, September 4, from 2:30-6:30 p.m. Staff registered about 40 students and will plan to participate again next year.
3. Library Director Sheryl Bass and Assistant Director Audra Lewis visited the Town Council on Monday, September 8, to share the success of the completed DPL 2022-2025 Strategic Plan. Feedback from the Council was positive and supportive.
4. DPL's two Work Study Clerks, Austin Johnson and Addison Nalen, have returned to work. They are acclimating very nicely.
5. Library Director Sheryl Bass has been added to the slate of officers to serve as Vice President of the New Hampshire Library Association if elected.

9. Director's Action Items
    a. Hiring recommendation for Youth Services Assistant
        i. Director Sheryl Bass recommended Nicole Escobar for the open position of Youth Services Library Assistant, part-time (48 hrs/pay period), for $18/hr., and pending a successful FBI background check. She had been the second choice during the previous YA Assistant opening.
        ii. Susan Wagner moved to hire Nicole Escobar as Youth Services Assistant, part-time (48 hrs/pay period/24 hrs/week), for $18/hr., pending a successful FBI background check. Kat Gatcomb seconded. All in favor. Motion passed. Nicole's first day at DPL will be September 23.
    b. Opening hours
        i. Director Sheryl Bass discussed patrons' desire to have the Library open at 9:30 a.m., Monday-Friday, rather than 10:00 a.m. The new hours will begin January 1, 2026, and there will be no additional cost to make this adjustment.

ii. Chair Robin Glasser moved to open the library at 9:30 a.m., Monday-Friday, beginning January 1, 2026. Callie Langton seconded. All in favor. Motion passed.

10. Annual Appeal: Approval of Letter
    a. Callie Langton discussed the 3 letters to be used for the 2025-2026 Annual Appeal. The 'new to the community' letter will include patron stories and a reference to youth programming/books. The donation response envelope will be tweaked from last year's envelope.
    b. There was a consensus to make these changes to the final letter and the donation response envelope.

11. Digital Resources Presentation
    a. Tabled until the October Trustees meeting

12. Adjournment
    a. Joe Warzin made a motion to adjourn. Kim Sweetman seconded. All in favor. Motion passed. The meeting was adjourned at 6:57 p.m.

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

Respectfully submitted,

Susan Wagner
Secretary