DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, October 8, 2025
6:00 p.m. Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb, Beth Newkirk, Robin Glasser,

Board Alternates: Martie Gooze, Laura Mason, Joe Warzin

Absent: Susan Wagner, Callie Langton, Kim Sweetman

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 p.m.
     - **i.** The Board agrees 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.** Robin Glasser appointed Alternate Trustee Joe Warzin as a voting Trustee in Susan Wagner's absence, Alternate Trustee Laura Mason as a voting Trustee in Callie Langdon's absence, and Alternate Trustee Martie Gooze as a voting Trustee in Kim Sweetman's absence.

3. **Approval of meeting agenda**
   - **a.** The Digital Resources presentation was postponed to next month's meeting. Beth Newkirk moved to approve the amended meeting agenda. Laura Mason seconded. All were in favor. Motion passed.

4. **Public Comments/Public Correspondence**
   - **a.** None noted

5. **Approval of September 10, 2025 Meeting Minutes**
   - **a.** Kat Gatcomb moved to approve the minutes, as presented. Joe Warzin seconded. All but 2 abstentions were in favor. Motion passed.

6. **Friends' Report** – Linda Johnson
    a. Because of decreasing membership, the Friends are developing a new mission. In the future they will focus primarily on fundraising: they'll encourage book donations, focus on the store with its book sales, and will sell cookies. They plan to have fewer meetings. Barb Jasinski will continue as Chair and Mary Caulfield has agreed to be Treasurer. The next book donation period will be October 20-25; the book sale will be November 7-8. The next Friends meeting will be November 5th.

7. **Treasurer's Reports** for June & July 2025 — Kat Gatcomb
    a. See Treasurer's Reports for complete details
    Beth Newkirk moved to accept the Treasurer's Reports, as presented. Robin Glasser seconded. All in favor. Motion passed.

8. **Director's Report –Sheryl Bass**

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

Facilities/Property/Infrastructure:

I. Roadway Construction Update
II. The Library HVAC system experienced a major failure. The repair cost the Town about $11,000.00 to repair but the HVAC is currently fully functional.
III. Fence – The Library fence was kicked in again at the end of September.

Operational Updates

a. Programming-

I. Adult Programming Update from Assistant Director Audra Lewis:
    a. A Medicare Basics workshop on September 23, 2025
    b. NH Fish and Game Wildlife Stewards program on Bobcats
    c. Our October Artist, Catherine Michel hosted an Artist Reception
    d. Cat Trax Bike Share to offer a bike repair clinic this month

II. Youth Programming Update from Head of Youth Services Kelly Montagano**:**
    a. The Durham Fire Department here with truck for storytime
    b. Our Teen Advisory Board came up with a December community project
    c. Lots of Halloween-themed activities and programs!

Other

i. Library Director Sheryl Bass has negotiated 3-year contract pricing with EBSCO
ii. Staff members will attend the NHLA READS Section annual conference on Friday, October 10, 2025.
iii. Staff members will be attending the CLNH/YALS joint annual conference on October 23rd.
iv. Board Chair and Library Director met with town officials to discuss the proposed 2026 Library Operating Budget. Director Bass will be attending the November 10th and 17th Town Council meetings to answer any further questions about the Library budget.

v. Library Assistant Mel Graykin has extended her two-week vacation to three weeks due to an unforeseen family logistics issue.
vi. Director is working on new policy for parental access to minor children records pursuant to the new NH law.
vii. Assistant Director Audra Lewis has been selected to attend the ALA Law for Librarians course beginning on October 10, 2025.
viii. The durhampubliclibrary.org switchover to CyberOptik from Piper Mountain webs went off without a hitch and feedback has been positive so far. The next step will be a patron survey going out soon.
ix. Head of Youth Services and Youth Services Assistant to attend CLNH/YALS conference in Concord on 10/23
x. Head of Youth Services will be meeting with the Lee & Madbury YS librarians soon to discuss joint programs for fall/winter.
xi. Cost saving measures involving Hoopla were employed on October 1st and were communicated to patrons via the Library newsletter
xii. Director Bass extended special thanks to the Friends of the Library for the funding that helped replace worn series books enjoyed by teens, replaced a chair that had disappeared, and provided welcome snacks for our youth—all "Icing on the Cake" items that the regular budget would not have covered.

Budget- The library has expended 75% of its allocated operating budget.

9. **Action Items**
   a. Hiring Recommendation for substitute—Robin Glasser made a motion to accept the Director's recommendation to hire Lydia Garnhart for the position of per diem Substitute Library Assistant at the rate of $15.00/hour pending a successful FBI background check. Beth Newkirk seconded the motion. All in favor. The motion passed.
   b. "Library of Things" policy change. All changes to the policy were explained. Sudie Blanchard made a motion to accept the policy as changed. Martie Gooze seconded the motion. All in favor. The motion passed.

10. **Review of 3nd Quarter Budget** – Director Bass reviewed the budget, noting potential savings on Hoopla due to changes made.

11. **A date for envelope** stuffing was set---October 29 at 6:30pm

12. **Adjournment**
    Kat Gatcomb made a motion to adjourn. Laura Mason seconded. All in favor. Motion passed. Meeting adjourned at 7:09 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. Nov. 12, Dec. 10, Jan. 14, 2026

Respectfully submitted,

Sudie Blanchard, Secretary pro tem