DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, Nov 12, 2025
6:00 pm
Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb, Robin Glasser, Beth Newkirk, Kim Sweetman, Susan Wagner

Board Alternates: Laura Mason, Joe Warzin

Absent: Trustee Callie Langton, Alternate Trustee Martie Gooze

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 p.m.
        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 Joe Warzin as a voting Trustee in Callie Langton's absence.

3. Approval of meeting agenda
    a. Kat Gatcomb moved to approve the meeting agenda, as presented. Beth Newkirk seconded. All were in favor. Motion passed.

4. Public Comments/Public Correspondence
    a. None

5. Approval of October 8, 2025, Meeting Minutes
    a. Kat Gatcomb moved to approve the minutes, as corrected below. Joe Warzin seconded. Five were in favor; two, who were absent from the October 8 meeting, abstained. Motion passed.
        i. Under Item 8.ix, Director's Report, removed extraneous letters 'ices' from the text;

ii. Under Item 12, Adjournment, the spelling of Gatcomb was corrected.

6. Friends' Report – Linda Johnson
    a. The Friends reviewed their amended by-laws.
    b. The recent book sale (November 7/8) was a huge success and netted the highest total ever, even though the most expensive items were only $2.00 each. The total raised was $1,336.55, Friday being the busier day. Chair Glasser expressed the Board's congratulations for the Friends success.
    c. The next book donation period is November 17-22.

7. Treasurer's Report for October 2025 — Kat Gatcomb
    a. See Treasurer's Report for complete details
    b. There was a discussion about the Irwin donation ($1,000) and whether to include it in the Annual Appeal, even though the check was cut to the Town and earmarked for collection development. The donation will be counted as an earmarked donation for Collection Development, and not part of the Annual Appeal. The gift record will be deleted from the donor database. The Town will eventually transfer those funds to the Library. Kat Gatcomb will correct the Annual Appeal '25-'26 line in the October Treasurer's Report to reflect the deletion of this donation.
    c. Kim Sweetman moved to accept the Treasurer's Report, as corrected. Sudie Blanchard seconded. All in favor. Motion passed.

8. Director's Report –Sheryl Bass
    a. See Director's Report for complete details. Recently completed noteworthy items include:
        i. Madbury Road construction is nearing completion. Weather permitting, the road will return to two-way traffic by November 14.
        ii. The HVAC system was repaired again due to a faulty fan that was causing the Heritage Room and Café to be too cold for comfort.
        iii. The Fall grounds clean-up has been completed thanks to a third-party contractor hired by the Town's DPW. Sheryl complimented them on the nice job they did winterizing the property.
        iv. Three lively adult programs were held in October.
            1. Andru Volinski (October 15) discussed his recent book *The Last Bake Sale* which deals with issues with school funding in New Hampshire.
            2. UNH Computer Science Professor Wheeler Ruml (October 21) led a lively discussion about Artificial Intelligence.
            3. Program favorite Jane Oneail (October 28) made an in-person presentation about John Singer Sargent which was very well attended.
        v. Youth programming reported on two successful initiatives in October.

1. The monthly tween and teen movie/art combination program had 15 middle schoolers attend the past two programs.
2. The Library is partnering with the middle school principals to target fourth graders matriculating to the middle school. The program is designed to introduce these incoming fifth graders to the Library, and to provide encouragement from a Q&A panel of current middle school students and the school administration.

vi. The Library expended 85% of its operating budget through October.

vii. Staff were active with professional development opportunities during October.

1. Sheryl Bass, Audra Lewis and Kelly Montagano attended 'Conflict De-escalation Training' on October 22, presented by Primex at the Town Hall.
2. Audra Lewis and Debbie Jarvis attended the READS conference in Jaffrey, NH, on October 10, and returned with some good programming ideas.
3. Kelly Montagano and Susan King attended the joint CLNH/YALS conference in Concord, NH, on October 23.
4. Library Director Sheryl Bass will attend the NHLA Fall business meeting on November 14 as the current NHLA Treasurer and will be introduced as the elected VP/President of NHLA.

viii. The Library has engaged UNH intern Haley Woods who will work on ideas for social media posts about programming and resources.

ix. On October 10 Board Chair Glasser, Director Bass and Assistant Director Lewis presented the Library budget to the Town Council. The Library's maintenance-of-effort budget was well received, and Town Council members asked only a limited number of questions.

9. Policy Committee Recommendations
   a. Confidentiality of Patron Records Policy & Request for Minor Records form (new)
      i. This is a new policy for the library that addresses RSA 201-D:11 which allows parents to access their child's library records. Previously all individual patron records were confidential. While DPL's automated system could retain a reading history for a patron, the Library has not implemented that feature. DPL's policy is based on Manchester Public Library's policy which has been reviewed by an attorney.
      ii. The companion 'Request for a Minor's Record Form' is the mechanism for the release of the child's information.
      iii. Beth Newkirk moved to accept the above policy and form, as corrected below. Chair Robin Glasser seconded. All were in favor. Motion passed.
         1. Change the word 'permitted' to 'required' under the Confidentiality of Records section in the policy and change minor typographical errors in the form.
   b. Circulation Policy (revision)

i. Kim Sweetman moved to accept the above policy, as corrected below. Sudie Blanchard seconded. All were in favor. Motion passed.
    1. Section 3. Confidentiality of Patron Library Records is a new section. Within that section change the word 'permitted' to required'.
    2. The first sentence of Section 4.B. Establishing Eligibility should read, "Residents of Durham and children residing in the Oyster River Cooperative School District (ORCSD)".
    3. Library of Things Items have been added to the table of loan periods in Section 9.
    4. The last sentence of Section 10. Lost Item Fees should read, "Patrons with more than $30 in lost item charges will not be able to check out library materials, or access digital resources, until their account is paid below the $30 threshold."

c. Personnel Policy (revision)
    i. Section I, Vacation Leave, inadvertently included incorrect information for Vacation Leave Accrual.
    ii. Kim Sweetman moved to align the vacation leave accrual schedule with the Town's policy as posted on the Town website. Kat Gatcomb seconded. All were in favor. Motion passed.
    That policy now states the following schedule for vacation leave accrual:

Completed Months	Accrual Rate
0-12 months	8 hours per month
13-36 months	10 hours per month
37-72 months	14 hours per month
73 months and above	17 hours per month

10. Digital Resources Presentation
    a. Director Bass distributed a table showing 'cost per use' for several of the Library's subscribed digital resources to precipitate a discussion about what to retain if the Library is asked to reduce its budget. The databases which could be considered for cancellation include Access World News (Newsbank), Ancestry Library Edition, Consumer Reports, and Universal Class which all have a high 'cost per use'.
    Kim Sweetman mentioned that UNH Libraries currently subscribe to the first three of these databases, and use is available to anyone who accesses the databases from within the UNH library.
    Director Bass mentioned that even if the Library budget is not reduced, it may be a better use of funds to purchase OverDrive's Advantage Plan to increase access and decrease wait times for eBooks and audiobooks.
    b. No final decisions were made at this time.

11. Consensus for Staff Holiday Bonus

a. Traditionally the trustees have given permanent staff (excluding substitutes and work study students) a holiday bonus in December. For several years it was $130 per staff member; in 2024 it was raised to $150. The distribution of the bonuses goes through the Town payroll system, so tax is extracted from the total amount.
b. Trustees reached a consensus to give $150 to each permanent staff member for 2025.

12. Adjournment
    a. Kim Sweetman made a motion to adjourn. Joe Warzin seconded. All in favor. Motion passed. Meeting adjourned at 7:56 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. December 10, 2025; January 14, 2026

Respectfully submitted,

Susan Wagner
Secretary