

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, December 10, 2025
6:00 p.m.
Heritage Room

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

Board Alternates: Martie Gooze, Laura Mason, Joe Warzin

Absent: Sudie Blanchard

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 6:00 p.m.
 - i. There were no remote attendees for the meeting.

2. Chair Appointment of Alternate Trustee to Serve as voting Member

- a. Chair Robin Glasser appointed Alternate Trustee Joe Warzin as a voting Trustee in Sudie Blanchard's absence.

3. Approval of Meeting Agenda

- a. Susan Wagner moved to approve the meeting agenda, as amended below. Beth Newkirk seconded. All were in favor. Motion passed.
 - i. Added under Item 9. Action Items, a discussion of the Durham Town Council's December 8 last minute vote to reduce the Library's 2026 budget by \$18,935.
 - ii. Discussion of Trustee expiring terms added at the end of the agenda.

4. Public Comments/Public Correspondence

- a. None

5. Approval of November 12, 2025, Meeting Minutes

- a. Kim Sweetman moved to approve the minutes, as presented. Joe Warzin seconded. Six Trustees were in favor. Motion passed. Callie Langton abstained since she was absent from the November meeting.

6. Friends' Report – Linda Johnson

- a. The Friends have not met since the last Trustees' meeting.
- b. The Friends annual meeting will be held Wednesday, January 14, 2026, at 1:30 p.m.
- c. The next book donation period is Jan 26-31, 2026.

7. Treasurer's Report for June 2025 — Kat Gatcomb

- a. See Treasurer's Report for complete details
- b. Callie Langton moved to accept the Treasurer's Report, as amended below. Joe Warzin seconded. All in favor. Motion passed.
 - i. The October '25-'26 Annual Appeal lint item amount of \$1,555 is over allocated by \$1,000. The Irwin check was specifically earmarked for Collection Development and written to the Town of Durham, not the Trustees. The Town will eventually transfer these funds to the Library, but not as part of the Annual Appeal. This amount will be deducted from the Annual Appeal '25-'26 line item on the December budget report.
 - ii. The '24-'25 Annual Appeal line-item amounts listed for January-March should be removed from the 2025 Treasurer's Report since these amounts were accounted for in the 2024 Treasurer's Report.

8. Director's Report –Sheryl Bass

- a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. Facilities
 1. DPW has contracted with a 3rd party company to plow the library parking lot. There were some initial plowing issues which DPW is ironing out with the contractor.
 - ii. Adult Programming
 1. Recent adult programming events included the return of yoga with Jiong Jiong Hu, and the presentation of UNH student research projects.
 2. The annual Snowflake Social was rescheduled to December 9 due to an early snowstorm on December 2. Sheryl gave all the credit to Debbie Jarvis, Program and Outreach Coordinator, and Assistant Director Audra Lewis for the event's success.
 3. The gallery display for December features works by the Kneedle Knuts group who meet regularly at the Library. Staff members Audra Lewis and Debbie Jarvis participate in this group and contributed works to the display.
 - iii. Youth Programming
 1. The Teen Advisory Board is making and delivering holiday gift baskets for nine residents at Harmony Home.

2. Youth Services held a very successful KPOP Demon Hunters party with about 110 attendees. People have asked when the next such event will be held!
 - a. During the KPOP Demon Hunters party, there was an incident with one of the pendant lights hanging over the balcony outside the Oyster River Room. No one was injured, but the pendant light requires repair. The amount of the repair is estimated to be less than the Library's insurance deductible.
 3. Youth Services is also sponsoring 'Cookie and Cocoa'-themed storytimes this week.
- iv. Budget
1. The Library has expended 94% of its operating budget for the calendar year.
- v. Other
1. HB1214 is a bill currently being discussed in the NH legislature. The bill allows a municipality's governing body to assume governance of a public library.

9. Director's Action Items

- a. Approve late opening December 16 for Staff Training, 9:00 a.m.-Noon
 - i. The training involves the new rules for parental access to their child's library records (Sheryl to train staff)
 - ii. Chair Robin Glasser moved to approve the late opening of the Library on Tuesday, December 16, for staff training. Beth Newkirk seconded. All in favor. Motion passed.
- b. 2026 revised budget discussion
 - i. Without the prior knowledge of the Town Administrator, Business Manager or Library Director, the Town Council at its Monday, December 8, work session voted to cut \$18,935 from the Library's 2026 budget request, specifically from the line items for the adult and children's print collections.
 - ii. After a lengthy discussion the Trustees proposed the following adjustments to the Library's operations, should they be needed:
 1. Reduce staff hours by 5.5 hours per week
 2. Cancel the Hoopla subscription for 2026
 3. Cancel the planned expansion of open hours and continue to open at 10 a.m. rather than the 9:30 a.m. opening time set to begin on January 1, 2026.

10. Holiday Schedule and Staff Development Days for 2026

- a. Callie Langton moved to approve the proposed holiday schedule and staff development days for 2026, as amended below. Kat Gatcomb seconded. All in favor. Motion passed.

- i. Close at 3 p.m., rather than 6 p.m. on Wednesday, December 24.

11. Review Director's Goals for 2025

- a. Priority 1 – Mitigating noise-related barriers caused by the HVAC system
 - i. Sound mitigation specialists are too expensive to engage
 - ii. Relocating or replacing the existing HVAC system is too costly
 - iii. Likely the most cost effective sound mitigation strategies are acoustic panels, wall hangings, insulation, carpeting and/or other structural modifications.
- b. Priority 2 – Acquisition, design and implementation of a new website hosting platform
 - i. The existing website has been migrated to a new platform, and it is fully functional
- c. Priority 3 – Explore grant funding opportunities
 - i. Delegated to Kelly Montegano for follow-up. This project has not moved along as much as other projects.

12. Review Process for Director's Evaluation

- a. Chair Robin Glasser asked the Trustees to review the proposed evaluation questionnaire sent to them recently and to send any suggested changes to her.
- b. Beth Newkirk commented that the details of the director's activities are hard for Trustees to evaluate since we are not involved in the daily management of the Library.

13. Trustee Expiring Terms

- a. The 3-year terms of both Chair Robin Glasser and Vice-Chair Kim Sweetman expire in March 2026. Robin has agreed to run, and serve if she is elected, for another 3-year term. Kim is seriously considering running for another 3-year term.

14. Adjournment

- a. Susan Wagner made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 8:09 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. Jan. 14, Feb. 11, Mar. 11

Respectfully submitted,

Susan Wagner
Secretary