

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, March 11, 2026
6:00 pm
Heritage Room

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

Board Alternates: Martie Gooze, Laura Mason, Joe Warzin

Absent: Trustees Sudie Blanchard, Kim Sweetman

Library Staff: Library Director Sheryl Bass

1. Call to Order.
 - a. Chair Robin Glasser called the meeting to order at 6:03 p.m.
 - i. A quorum of 5 trustees was physically present.
2. Chair Appointment of Alternate Trustees to Serve as Voting Members
 - a. Chair Robin Glasser appointed Alternate Trustees Joe Warzin and Laura Mason as voting Trustees in Sudie Blanchard's and Kim Sweetman's absence.
3. Approval of Meeting Agenda
 - a. Susan Wagner moved to approve the meeting agenda, as presented. Callie Langton seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
 - a. Director Sheryl Bass shared written comments from youth and adult library patrons which were submitted to the library on paper hearts. There were many positive comments about all aspects of the library and its staff.
5. Approval of February 11, 2026, Meeting Minutes (public and non-public sessions)
 - a. Callie Langton moved to approve the public session minutes, as presented. Beth Newkirk seconded. All were in favor. Motion passed.
 - b. Beth Newkirk moved to approve the non-public session minutes, as presented. Kat Gatcomb seconded. All were in favor. Motion passed.
6. Treasurer's Report for February 2026— Kat Gatcomb
 - a. See Treasurer's Report for complete details

- b. Notice was received that a Little Green Light donor management software payment was due. This subscription automatically renews itself using the Town's credit card.
 - c. The current Year Annual Appeal amount listed is cumulative from April 1, 2025, through February 28, 2026.
 - i. Chair Robin Glasser reminded us that we will need the total amount of donations from April 1, 2025, through March 31, 2026, to accept those funds in a public hearing at our April Board meeting.
 - ii. We also need to report the donation amounts from each donor during the \$10,000 matching period (after December 18, 2025), as well as any amounts restricted to collection development.
 - d. Joe Warzin moved to accept the Treasurer's Report, as presented. Laura Mason 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. The library elevator had a faulty sensor replaced on February 17th. There are still several smaller repair projects to be completed. The library has submitted tickets to DPW for the repairs.
 - ii. Several successful adult programs were completed in February, including:
 - 1. The conclusion of the Heart Yoga Program on February 12 with volunteer instructor Jiong Jiong Hu. She will restart the program when she returns from China.
 - 2. Oyster River Community Reads events surrounding the book *The Book of Joy*, including a presentation on February 17 by Andrew Clark of Upright Acupuncture on the topic of 'Perspective', and a Coffee and Conversation discussion on March 4 centered on the book itself.
 - 3. A NH Humanities virtual program on February 25 about the historical and cultural legacy of St. Patrick presented by Mary Kelly.
 - iii. Several successful youth initiatives were also completed in February, among them:
 - 1. The art exhibit for March is a stunning collection of artwork from Oyster River High School students. The opening reception had to be rescheduled to March 4 due to an earlier snowstorm.
 - 2. Library staff participated in Community Day at the Oyster River Middle School where staff engaged with about 120 students in grades 5-8 to share information about library resources and programs.
 - 3. Based on feedback from middle school students about desired programming, the library has launched a new monthly after-school Game Day, including snacks, to offer an environment to play board games.

- iv. The library is on target, having spent 19% of its allocated operating budget for 2026.
- v. There have been parking issues, likely caused by heavy snowfall this winter, by non-patrons taking up many spaces in the parking lot. The library has asked the Durham Police Department to be extra vigilant regarding overnight parking infractions.

b. Sheryl also provided a brief update on NH state legislation affecting libraries.

8. Director's Action Items

- a. Brief mention was made about following up on price quotes for both new flooring and for an enhanced hearing system for the Oyster River Community Room.

9. Policy Committee Recommendations

- a. Library Fee Policy & Fee Collection Procedure (new policy/procedure)
 - i. Director Sheryl Bass reviewed the new policy and procedure, and after extensive discussion about how to write language for payment options which do not punish patrons who truly cannot pay, as well as the time periods at which debts will be collected and patrons' privileges will be suspended, Sheryl requested that we table both the policy and procedure so she can redraft them for consideration at the next meeting.
- b. Notary Services Policy (revised)
 - i. Director Sheryl Bass said the library is being inundated with requests for notary services that are taking a lot of time. The Town Clerk has advised the library to stop notarizing items dealing with trusts and wills due to their length and complexity. The library already does not facilitate mortgage or real estate closings. The library will also require requesters of notary services to provide their own witnesses. Some additional legal language has been included from the Town's counsel, and some typographical errors have been corrected.
 - ii. Joe Warzin moved to accept the Notary Services Policy revisions, as presented. Callie Langton seconded. All in favor. Motion passed.

10. There was consensus among the Trustees to recommend to the Town Council that the same 3 Alternate Trustees be approved for the next year. The Alternates agreed to serve another year if they are approved by the Town Council.

11. Adjournment

- a. Kat Gatcomb made a motion to adjourn. Joe Warzin seconded. All in favor. Motion passed. Meeting adjourned at 7:48 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. April 8, May 13, June 10

Respectfully submitted,

Susan Wagner
Secretary