

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, April 8, 2026
6:00 pm
Heritage Room

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

Board Alternates: Martie Gooze, Laura Mason

Absent: Trustee Callie Langton, Alternate Trustee Joe Warzin

Observers/Guests: None

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. A quorum of 5 was physically present.

2. Chair appointment of Alternate Trustee to serve as voting member, as needed

- a. Alternate Trustees have been approved by the Town Council but have not been sworn in yet, so an Alternate was not appointed in Callie Langton's absence.

3. Approval of meeting agenda

- a. Kim Sweetman moved to approve the meeting agenda, as amended below. Beth Newkirk seconded. All were in favor. Motion passed.
 - i. In the Public Hearing announcement the amount to be restored to the 2026 book budget should be \$18,998.
 - ii. Add Item 7. Committee Appointments for the 2026-2027 year.
 - iii. Add Item 9. Analysis of Annual Appeal for 2025-2026.
 - iv. Add under 11. Director's Action Items (previously item 9.) a recommendation for a New York Times 3-year subscription commitment.

4. Public Comments/Public Correspondence

- a. No public comments or correspondence

5. Approval of March 11, 2026 Meeting Minutes

- a. Beth Newkirk moved to approve the minutes, as presented. Kat Gatcomb seconded. Four were in favor; Sudie Blanchard and Kim Sweetman abstained since they were absent from the March meeting. Motion passed.

6. Election of Officers

- a. Robin Glasser, Chair
- b. Kimberly Sweetman, Vice-Chair
- c. Katharine Gatcomb, Treasurer
- d. Susan Wagner, Secretary
- e. Sudie Blanchard moved to accept the slate of officers, as presented. Kim Sweetman seconded. All were in favor. Motion passed.

Public Hearing for the acceptance of 2025-2026 Annual Appeal

6:30pm

Public Comments :

Motion to accept funds in the amount of \$60,663.26, plus accrued interest. \$18,998 shall be used to restore the 2026 Book Budget, the remainder to be used as outlined in the annual appeal letter and in a manner consistent with the library’s mission.

Chair Glasser moved to accept the funds, as presented above. Sudie Blanchard seconded. All were in favor. Motion passed.

Motion to close the 2025-2026 Annual Appeal.

Chair Glasser moved to close the 2025-2026 Annual Appeal. Kim Sweetman seconded. All were in favor. Motion passed.

Motion to close the Public Meeting

Chair Glasser moved to close the Public Meeting at 6:34 pm. Beth Newkirk seconded. All were in favor. Motion passed.

7. Committee Appointments

- a. Chair Glasser appointed Kim Sweetman, Beth Newkirk and Callie Langton to the Policy Committee. Chair Glasser is ex officio.
- b. Chair Glasser appointed Susan Wagner and Kat Gatcomb to the Technology and Finance Committee. Assistant Director Audra Lewis and Director Sheryl Bass are also members.

8. Treasurer’s Report for March 2026 — Kat Gatcomb

- a. See Treasurer’s Report for complete details
- b. Beth Newkirk moved to accept the Treasurer’s Report, as presented. Kim Sweetman seconded. All in favor. Motion passed.

9. Analysis of the Annual Appeal

- a. Susan Wagner provided the following analysis from the 2025-2026 Annual Appeal:
 - i. The total donation amount was \$60,663.26 as noted in the Treasurer’s report.
 - ii. There were 284 individual gifts during this period, ranging from \$5.00 to \$10,000. There were 9 donations of \$1,000 or greater.

- iii. Twenty-Four donors gave more than one donation. Twenty of those second donations were made on or after 12/18/2025, the date on which the Library announced the Town's cut to the Library's collections budget.
 - iv. There were 4 corporate/non-profit donations although the Trustees hadn't solicited donations from groups.
 - v. Of the 260 donors during this appeal year, 67 were first-time donors. Fifty-five of them donated via PayPal; twelve donated via check.
- b. Chair Robin Glasser expressed appreciation to the staff for its support during this Annual Appeal.

10. Director's Report –Sheryl Bass

- a. See Director's Report for complete details. Upcoming and recently completed noteworthy items include:
 - i. Misc. Repairs - The library is struggling with a faulty light. The light is a high priority as it is an accessibility issue. DPW is working to resolve the issue. DPW also repaired a faulty sink mixing valve in the children's area.
 - ii. Adult programming news:
 - 1. As part of the Oyster River Community Reads program, the Library hosted a highly successful Breathwork Workshop led by Hannelore Moebius, attended by 20 participants. Feedback was overwhelmingly positive.
 - 2. 250th Celebrations -The Library will host the "Big Watch" program in partnership with the Durham Historical Society and NH Humanities Council on April 21. The Durham Historical Society is also curating a Library display commemorating the 250th anniversary of the United States.
 - 3. The Library will partner with the Dover Public Library to present a screening of *The Librarians*, a documentary exploring the role of librarians in protecting First Amendment rights and the freedom to read. The screening will be held at the Library on Wednesday, April 22 at 6:00 PM.
 - 4. Milne Legacy- 30 people attended the Legacy of Lorus and Margery Milne presentation by local resident Dianna Carrol on April 7. The Milne's were important contributors to both the Library and Town.
 - iii. Youth programming news:
 - 1. The Library participated in Oyster River Middle School's Humanities Night on March 26, where the library table saw strong engagement from students.
 - 2. Library staff visited an Early Literacy class at UNH to present on library services and resources. The Library will also host a UNH class on April 13 to discuss the Library's collection and teen programming. All participating students have registered for library cards.
 - 3. The Library will partner with Madbury and Lee Public Libraries to host the screening of *Dog Man* during April vacation.
 - iv. The Library is currently right on target with its budget with 23.4% spent.
 - v. Other staff news:
 - 1. Library Director Sheryl Bass attended the PLA conference in Minneapolis, MN from March 31-April 3. She reported an exceptionally good lineup of speakers on leadership, advocacy and AI in libraries.
 - 2. Staff submitted a two-part article in the Town's IWMAC Sustainability Newsletter

highlight the “Library of Things”.

3. Library Director Sheryl Bass met with new Town Councilman Mike Lehrer on April 6 to introduce him to the workings, funding sources and challenges facing the Library.
4. The recent staff Professional Development Day was productive, and the staff would like to thank the Durham Police & School Resource Officer for his presentation on Safety Pathways. Other staffing issues were discussed, including situational awareness, avoiding dangerous situations, de-escalation, policy changes, and improving internal communication.

11. Director’s Action Items

- a. Recommendation for carpet and upholstery cleaning
 - i. As part of the quote received from Restore My Floor, the Trustees discussed whether to clean furniture upholstery or plan for furniture replacement. The furniture is 13 yrs old. There was consensus to clean the upholstery now and plan for either reupholstery or furniture replacement in the future.
 - ii. The quote total for carpet, floor (both linoleum and stone) and upholstery cleaning is \$4,880; without the upholstery cleaning the total is \$3,725.
 - iii. Kim Sweetman moved to accept the entire quote of \$4,880. Sudie Blanchard seconded. All in favor. Motion passed.
- b. Recommend lighting fix in the Oyster River Room
 - i. Quote in hand from Yates Electric Service is for dimmers throughout the entire Oyster River Room, rather than just in the front of the room. Revised cost will be about \$2,500 for the front of the room based on a verbal quote received from Yates.
 - ii. Beth Newkirk moved to accept the approximate \$2,500 quote for front lights. Kat Gatcomb seconded. All in favor. Motion passed.
- c. Recommendation for a New York Times 3-year digital subscription commitment
 - i. The commitment limits the price over 3 years to a 3% increase per year for the digital subscription.
 - ii. Sudie Blanchard moved to accept the 3-year subscription commitment at an increase of no more than 3% per year. Beth Newkirk seconded. All in favor. Motion passed.

12. Policy Committee Recommendations

- a. Library Fee Policy & Fee Collection Procedures (new policy/procedure)
 - i. Beyond the suggested changes already listed in the Procedure Draft 3 dated 4/8/2026, add to item 2.3 second sentence, “Unless arrangements have been made with the library director, ...”.
 - ii. Kim Sweetman moved to accept the revised Fee Collection Procedure with both the changes listed in Draft 3 dated 4/8/2026 and the above additional suggestion. Kat Gatcomb seconded. All in favor. Motion passed.
 - iii. Director Bass reviewed the revised Fee Collection Policy Draft 3 dated 4/11/2026. Chair Glasser moved to accept the Fee Collection Policy Draft 3 dated 4/11/2026 with the revisions indicated in the draft. Sudie Blanchard seconded. All in favor. Motion passed.
- b. Behavior Guidance Policy for Juvenile Patrons
 - i. Director Bass noted that both the policy and procedure are combined into one document to provide complete transparency to inform parents of the steps that will be

taken by staff regarding their child's behavior.

- ii. The paragraph "Objections to Library Resources" is now being added to the end of every policy. The paragraph instructs the public about how to comment or question Library materials, services, programming and policies.
- iii. Kat Gatcomb moved to accept the changes to the Behavior Guidance Policy for Juvenile Patrons as listed in Draft 1 dated 4/8/2026. Kim Sweetman seconded. All in favor. Motion passed.

11. **Adjournment**

- a. Susan Wagner made a motion to adjourn. Chair Glasser seconded. All in favor. Motion passed. Meeting adjourned at 7:51 p.m.

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

Respectfully submitted,

Susan Wagner
Secretary