DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, May 13, 2026
6:00 p.m.
Heritage Room

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

Board Alternates: Martie Gooze, Joe Warzin

Absent: Kim Sweetman, Laura Mason

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

1. **Call to order**
    a. Chair Robin Glasser called the meeting to order at 6:05 p.m.
        i. A quorum of 5 was physically present.

2. **Chair appointment of Alternate Trustee to serve as voting member**
    a. Chair Robin Glasser appointed Alternate Trustee Martie Gooze a voting Trustee in Kim Sweetman's absence.

3. **Approval of meeting agenda**
    a. Martie Gooze moved to approve the meeting agenda, as presented. Sudie Blanchard seconded. All were in favor. Motion passed.

4. **Public Comments/Public Correspondence**
    a. Director Sheryl Bass read a letter from patron and recent program presenter Diana Carroll in praise of Programming and Outreach Coordinator Debbie Jarvis who flawlessly arranged all the details for Diana's April 7 presentation on "The Milnes and Their Legacy".

5. **Approval of April 8, 2026 Meeting Minutes**
    a. Martie Gooze moved to approve the minutes, as presented. Sudie Blanchard seconded. Six were in favor. Callie Langton abstained since she did not attend the meeting. Motion passed.

6. **Treasurer's Report for April 2026 — Kat Gatcomb**
    a. See Treasurer's Report for complete details
        i. Beth Newkirk asked about the rules surrounding the Milne-funded Restricted Endowment Account. Director Sheryl Bass will investigate it and report back to the Trustees.
    b. Transfers between sub-accounts
        i. Treasurer Kat Gatcomb moved to take $23,838.88 from the Prior Year Annual Appeal account and move it to the Unrestricted Operations account. Martie Gooze seconded. All were in favor. Motion passed.
        ii. Treasurer Kat Gatcomb moved to take $60,663.26 plus any accrued interest from the Current Year Annual Appeal account and move it to the Prior Year Annual Appeal account. Callie Langton seconded. All were in favor. Motion passed.
    c. Chair Robin Glasser moved to accept the Treasurer's Report, as presented. Callie Langton seconded. All were in favor. Motion passed.

7. **Director's Report –Sheryl Bass**
    a. See Director's Report for complete details. Recently completed noteworthy items include:
        i. Facilities/Property Infrastructure
            1. Spring Cleanup– Employees of Liberty Mutual volunteered at the Library on May 5 to spread mulch which has added to the beautification of the property.
        ii. Adult Programming
            1. Oyster River Community Reads - The Closing Community Connections program, took place on April 18 at 2:00 p.m. In collaboration with Durham Great Bay Rotary Club, Powder Major's Farm, and area non-profit groups we celebrated the Joy of Serving Others.
            2. Electronic Waste Drive – On April 18, the Library hosted a very successful E-Waste Drive in collaboration with the UNH Sustainability Institute. The feedback from patrons was extremely positive.
            3. Parkinsons Support Group – At the request of some patrons, the Library is hosting a monthly support group which started on Tuesday, May 12 at 6:00 p.m. One of the facilitators is a partner with the National Parkinson's Association, and the group is looking forward to building a community here.
        iii. Youth Programming
            1. Joint Vacation Program - About 50 people attended the Library's interactive showing of the movie 'Dog Man'. This was a joint program with the Lee & Madbury Libraries.
            2. Grant – The Library has been selected as one of the coordinators for KIDS FAVORITES through the Children's Book Council. Over the

course of four months, beginning in August, we will receive up to 500 new picture books for grades K-2. We will set up a voting system and have our young readers read and vote on their favorite books.

iv. Budget
    1. The Library has spent 34% of its allocated operating budget – right on target!

v. Other
    1. Sunscreen Dispenser - The Library has received a grant-funded sunscreen dispenser for public use.
    2. Small Libraries Summit - Director Sheryl Bass attended the Small Libraries Summit on May 11 as a member of the NHLA Summit Planning Committee.
    3. Basketball Hoop - A member of the community has generously donated a basketball hoop for the Library parking lot.

8. Director's Action Items

a. Window cleaning quote
    i. The Library obtained a quote from Squee-G-Clean to clean both the exterior and interior of the windows, as well as the screens, on the perimeter walls. Director Bass reported that reviews of the company have been very good.
    ii. Beth Newkirk moved to engage Squee-G-Clean. Martie Gooze seconded. All in favor. Motion passed.

b. Technology quote
    i. The items to be ordered (6 replacement computers, 1 router, 1 wireless access point, and associated licenses) are currently listed in the Technology Plan for 2026 and are under budget, but there are three additional items expected to be purchased in 2026 which will cause the budget to be exceeded by almost $3,000.
    ii. Callie Langton moved to approve the expenditure of $13,360.06 of the 2026 technology budget for the replacement computers and network equipment. Sudie Blanchard seconded. All in favor. Motion passed.

c. Hiring substitutes/Personnel Action Items
    i. Recommendation #1: Hire Allysa Boucher for the position of Substitute Library Assistant at a per diem rate of $15.00/hour
        1. Allysa had been previously employed at DPL and is very familiar with the Library's policies and procedures.
        2. Chair Robin Glasser moved to hire Allysa Boucher for the position of Substitute Library Assistant at a per diem rate of $15,00/hr. Martie Gooze seconded. All in favor. Motion passed.
    ii. Recommendation #2: Advertise for a weekend sub to work Friday and Saturday or just Saturday.

1. The Library is struggling to find substitutes who, in addition to working during the week, are also willing to work Saturday shifts, so this would be a trial run.
2. Martie Gooze moved to advertise for substitutes willing to work weekends only; Callie Langton seconded. All in favor. Motion passed.

iii. Recommendation #3: Increase a Library Assistant's wage by $.50/hr. effective immediately and for every subsequent successfully completed level of the Paralibrarian Certification Program.

1. Participants in the Paralibrarian Certification Program advance through four certification levels. A two-year DPL Library Assistant has completed the first level of the program. Her current wage is $19.10. The $.50/hr. increase would be covered by funds used to cover additional skilled labor hours.
2. Chair Robin Glasser moved to increase the Library Assistant's hourly rate by $.50/hr. effective immediately and for every subsequent successfully completed level of the Certification Program. Callie Langton seconded. All in favor. Motion passed.

9. 2025 Invoice from Town

a. In addition to the Trustees' commitment to contribute $20,000 toward the Library's operating budget for 2025, the Library incurred additional expenses over and above the approved 2025 budget, including a wage accrual chargeback amount of $9,499.86, and additional Trustee-approved miscellaneous expenditures over the budget of $11,048.60. Consequently, the Trustees contribution to the Library's 2025 operating budget is $40,548.46, to be paid to the Town.

b. Sudie Blanchard moved to approve the payment of $40,548.46 to the Town, the specific funds to be used for payment to be determined by Director Bass and Trustee Treasurer Kat Gatcomb. Callie Langton seconded. All in favor. Motion passed.

10. Quarter 1 Budget Review

a. Director Bass presented the state of the library budget as of the end of Q1 2026.

i. Line item 9, Office Equipment Maintenance and Rental-Library, incurred an unusually large expense due to a color printing glitch created by a Microsoft upgrade which switched the default printing feature from 'B&W' to 'Automatic' which began printing everything in color, and color printing incurs an additional expense per copy.

ii. The Town Council had also eliminated the Library's 2026 Collections line items from their final budget. However, the Durham community stepped up to contribute additional funds during the '25-'26 Annual Appeal to cover the shortfall. Without those community-raised funds the potential Collections deficits would be $19,153 for the 2026 operating budget.

11. Personnel/Policy Committee Recommendations

a. Patron Code of Conduct Revision
   i. Portions of the policy have been enhanced and/or reorganized for clarity.
   ii. 'Vaping' was added to the list of prohibited conduct in Item 3.3.
   iii. A personal hygiene statement was added as Item 3.11.
   iv. Item 4.3 referring illegal activity to law enforcement was added.
   v. Martie Gooze moved to accept the revised version of the existing Patron Code of Conduct, including meeting suggested changes. Callie Langton seconded. All in favor. Motion passed.

b. Meeting Room Policy Revision
   i. Significant portions of the policy have been edited and/or reorganized for clarity, and several sections have been moved to the Procedures or Rules documents.
   ii. In addition to the proposed revisions the following changes were suggested during the meeting:
      1. Item 3.3. The word 'meetings' should be 'meeting rooms'. Commercial activities and electioneering to be added to the list under this item.
      2. Strike the word 'or' in Item 1.1. Reword the item for clarification.
      3. Add the words "Appeals Process" to Section 8 Violations of Policy header.
   iii. Beth Newkirk moved to accept the revised Meeting Room Policy, as amended during the meeting. Martie Gooze seconded. All in favor. Motion passed.

c. Pay adjustment for staff member
   i. This topic was covered earlier as Recommendation #3 in Section 8.c. Hiring Substitutes/Personnel Action Items.

12. Adjournment

a. Sudie Blanchard made a motion to adjourn. Martie Gooze seconded. All in favor. Motion passed. Meeting adjourned at 8:26 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. June 10, August 12

Respectfully submitted,

Susan Wagner
Secretary