DurhamPublic Library
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Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, June 10, 2026
6:00 pm
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 6:04 p.m.
        i. 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 Sudie Blanchard's absence.

3. **Approval of meeting agenda**
    a. Kim Sweetman moved to approve the meeting agenda, as amended below. Joe Warzin seconded. All were in favor. Motion passed.
        i. Items under Item 9, Director's Action Items, should read as follows:
            1. Hire Summer Substitute Library Assistant recommendation (Madison Moore)
            2. Hire Summer Library Assistant part-time recommendation (Clarke Hawley)
            3. Substitute Library Assistant Wage Survey Results

4. **Public Comments/Public Correspondence**
    a. None

5. **Approval of May 13, 2026 Meeting Minutes**
    a. Beth Newkirk moved to approve the minutes, as presented. Callie Langton seconded. Six votes were in favor. Kim Sweetman abstained since she was absent from the meeting. Motion passed.

6. **Friends of the Library Report – Linda Johnson**
    a. The Friends held a meeting on May. Since the recent annual membership drive, there are currently 78 members.
    b. Regarding museum passes, the group decided to retain the current pass subscriptions, as well as promote new subscriptions such as the Aviation Museum of New Hampshire.
    c. Cookie sales raised $439. There are currently 13 cookie bakers. Cookies will also be sold at the upcoming Friends Book Sale.
    d. The Friends plan to fund an item from the Library's wish list, a digital display in the Library's entrance lobby. The digital screen will highlight events occurring at the Library.
    e. The Friends Book Sale will be held Friday, June 12 and Saturday, June 13.
    f. The next friends meeting will be held on September 16, 2026.

7. **Treasurer's Report for May 2026 — Kat Gatcomb**
    a. See Treasurer's Report for complete details
    b. Callie Langton moved to accept the Treasurer's Report, as presented. Kim Sweetman seconded. All in favor. Motion passed.
        i. After meeting with Director Sheryl Bass to review the annual expenses and accounts, Kat will pay the Town any monies owed for the calendar year 2025. This is a priority to complete by June 30.
        ii. Kat has transferred the Prior Year Annual Appeals funds to the Unrestricted Operations Account, and 2025-2026 Annual Appeal funds to the Prior Year Annual Appeals Account, as approved at the May Trustees meeting. These transfers will be reflected in the June Treasurer's report.
    c. Director Sheryl Bass reported that Library patron Steven Fellows has donated $5,000 to the Library's 2026-2027 Annual Appeal during June. These funds have no restrictions for their use.

8. **Director's Report – Sheryl Bass**
    a. See Director's Report for complete details. Recently completed noteworthy items include:
        i. Facilities
            1. Three LED light fixtures were replaced with dimmable fixtures in the Oyster River Room on Monday, June 8.
            2. Library windows were cleaned on Friday, May 22.
            3. The Town's DPW performed miscellaneous repairs, replacing a bathroom faucet, repairing a public bathroom sink, and replacing the toilet tank in the staff bathroom on June 4.

ii. Adult Programming
    1. Assistant Director Audra Lewis hosted a book discussion at Brookdale Spruce Wood on May 18 for residents who participated in the Oyster River Community Reads program this year.
    2. The Library hosted a NH Humanities program called "Portraits of a Revolution" on May 19. This grant-funded program was part of the Library's series celebrating "America 250".
    3. A Lunch and Learn program was held on June 10 in collaboration with Cornerstone VNA about "Nutrition for Older Adults".
    4. A revamped adult summer reading program began on June 8, making it easier and encouraging more participation.

iii. Youth Programming
    1. The recent rising fifth-graders event was attended by 55 people. Principal Sullivan answered many questions, and there was a Library tour to introduce the students to the Teen Room.
    2. Youth Services staff in collaboration with the Oyster River Parents of Preschoolers decorated the department on May 26 for the Summer Reading Program. This event partnership will become an annual event. Summer Reading registration began on June 8, and 78 children are already signed up. The calendar for July is full of programs and events.

iv. Forty-one percent of the annual budget has been spent. There are several large digital resource purchases upcoming which should put the budget where it should be for mid-year.

v. Other
    1. Director Sheryl Bass attended the recent one-day NH Library Trustees Association Conference. Trustees Sudie Blanchard, Beth Newkirk, and Susan Wagner also attended.
    2. Assistant Director Audra Lewis is assisting the Riverwoods Library Committee to navigate reporting issues they are having with their library software program.
    3. Director Sheryl Bass served on the Interview Committee for Town Business Manager Gail Jablonski's replacement. Gail is retiring.
    4. On June 3 Audra Lewis and the Town IT Department installed 2 computers in the Youth Services and 2 computers in the Adult Services Departments. Two additional computers will be installed soon. The new router order is pending.

9. Director's Action Items

a. Summer Substitute Library Assistant hiring recommendation
    i. Madison Moore is being highly recommended as a Summer Substitute Library Assistant. She is currently a student at the University of Pittsburgh.

ii. Beth Newkirk moved to hire Madison Moore as a Summer Substitute Library Assistant at the recommended rate of $15.00/hour. Callie Langton seconded. All in favor. Motion passed.

b. Summer Library Assistant Part-time
   i. The Library has unused wages from 2025 available to spend. While currently classified as a Substitute, Clarke Hawley is the lead employee on most Saturdays and has shown good judgement and management skills. He was previously a Work Study student and just graduated from UNH. Additionally, he is already a trained employee. Director Bass is recommending increasing Clarke's wages for the summer from $15.00 (Library Substitute wage) to $18.00/hour (Library Assistant wage).
   ii. Joe Warzin moved to hire Clarke Hawley as a per diem Summer Library Assistant part-time at the rate of $18.00/hour. Beth seconded. All in favor. Motion passed.

c. Substitute Library Assistant wage survey results
   i. Libraries in our area are paying their Substitute Library Assistants more money per hour than the Durham Public Library, making it harder for DPL to compete for personnel. We need to examine the discrepancy more closely. The Personnel/Policy Committee will add this to their agenda for August.

10. Strategic Plan Operations Update

a. See Director's Strategic Plan Progress Report for complete details.
b. The Durham Public Library Strategic Plan 2025–2027 identifies four priority areas: Community Connections, Access for All, Communication and Marketing of Services, and Focus on the Future. The Library has made significant progress toward achieving these goals during the first 5 months of 2026. Specific completed action items for each priority area are outlined in the report. Through innovative programming, strong partnerships, expanded access initiatives, facility stewardship, staff development, and responsible fiscal management, the Library continues to strengthen its position as a trusted and essential community institution.
c. As a footnote to the report, the document states that it was compiled using ChatGPT and edited by Director Sheryl Bass.
d. The Trustees were very complimentary of the report and the Library staff's accomplishments.

11. Project Plan for Needs Assessment Survey

a. It has been about 5 years since the last community survey/needs assessment, and it's time to perform another one. Director Sheryl Bass presented a project timeline for a new assessment. See her timeline handout for complete details. Director Bass is asking for Trustee involvement during the October/November timeframe, perhaps setting up an ad hoc committee. Chair Glasser will form a

committee of 3 Trustees in August. As in the past, the survey will be made available to everyone both in Survey Monkey and in print.

12. NHLTA Conference Highlights

a. Beth Newkirk discussed the RSA's and Hot Legal Topics workshop. She was particularly interested in the discussion of how a library is formed under NH law which led to a discussion of how DPL was legally formed. In her role as Dean of the UNH Library Kim Sweetman will ask a UNH archivist about any documentation the UNH Library might hold regarding DPL's formation.

b. Both Beth Newkirk and Susan Wagner praised Mark Glisson's (Asst. Dir., Hooksett Public Library) presentation, "From Draft to Decision: Using AI to Write and Review Effective Library Policies", using Google Notebook LM to evaluate and create policies, which led the Trustees into a more detailed discussion of the use of AI in libraries.

13. Adjournment

a. Kim Sweetman made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 7:26 p.m.

Future meetings 2nd Wednesday of each month **6:00 pm**. July 8 (cancelled), August 12, September 9.

Respectfully submitted,

Susan Wagner
Secretary