Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, August 12, 2026
6:00 pm
Heritage Room

In Attendance: Sudie Blanchard, Kat Gatcomb, Beth Newkirk, Laura Mason, Joe Warzin, Susan Wagner
Board Alternates:, Martie Gooze, Laura Mason, Joe Warzin

Absent: Robin Glasser, Callie Langton, Kim Sweetman

Observers/Guests: Linda Johnson (Friends liaison), Peg Higgins, an early DPL trustee

Library Staff: Library Director Sheryl Bass

- **Call to order**
- Acting Chair Susan Wagner called the meeting to order at 6:01 p.m.

- **Chair appointment of Alternate Trustee to serve as voting member, as needed**
- Chair Susan Wagner appointed Alternate Trustees Laura Mason and Joe Warzin voting Trustees in Robin Glasser and Kim Sweetman's absences.

- **Approval of meeting agenda**
- The agenda was slightly amended by switching two items (10 and 11) to make a better sequence. All were in favor of the agenda as modified.

- **Public Comments/Public Correspondence:**
- The Director noted that members of book groups at Riverwoods Durham sent a note to thank staff member Margo LaPerle for her work getting books for them via ILL
- Peg Higgins, a former DPL trustee, was introduced by the Director
- Police were involved in follow up with minors' theft of Legos.
  All was resolved well on all sides. The Legos were returned with an apology.
- The Director noted that a small "group" of 5 or 6 minors has been involved here and around town being a nuisance. DPD is aware.

- **Approval of June 10, 2026, Meeting Minutes**
- Beth Newkirk moved to approve the minutes, as presented. Joe Warzin seconded. All were in favor. Motion passed.

- **Friends of the Library report – Linda Johnson**
- The Friends' Book sale raised $920.95
- Friends raised $250 at Children's sale
- The Friends have many donated books to sell.
- The next Friends meeting is September 16 at 1:30 p.m.

- **Treasurer's Report for June and July 2026 — Kat Gatcomb**
- See Treasurer's Report for complete details
- Joe Warzin moved to accept the Treasurer's Reports for June and July, as presented. Beth Newkirk seconded. All were in favor. Motion passed.

- **Director's Report – Sheryl Bass (June and July combined)**
- See Director's Report for complete details. Recently completed noteworthy items include:
- Carpets cleaned on Aug 8 – the company did a fine job. They are coming back to do tile and linoleum this coming Saturday, August 15.
- Adult Programming: Debbie Jarvis is doing a great job with creative projects.
- Youth Summer programs have gone very well
- Library Digital Display monitor will be installed in mid-September. The Friends funded this.

- **Director's Action Item**
- Sick Leave policy revision
- Tighten up language in Section K (Sick Leave Incentive) by changing the word "may" to "will" in Section VI; para. 5
- After discussion, Susan Wagner moved to change the words: "Sick leave will be used for personal illness, medical and dental appointments, or to care for a family member whose illness or condition requires the employee to remain at home for up to three (3) days."
  Sudie Blanchard seconded. All in favor. Motion passed unanimously.

- **2nd Quarter budget review**
- Notes: The Director noted that the library has been needing to use a lot of substitutes to cover absences. In addition, FT salaried staff are working more hours than they really should just to cover the hours that the library is open.
- The director reviewed the budget line by line for the Trustees. It appears that, if all goes as expected for the rest of the year, spending will be kept in line.

- **2027 Budget guidelines**
- The library is being asked by the town to reduce the library budget by at least 2%. Discussion ensued. The Director will assemble both a "flat" budget scenario for 2027 and a potential budget that reflects a 2% decrease.

- **6 Month review of Director's goals—**
- The HVAC project is underway
- The Needs Assessment survey is on schedule
- Following up on grant opportunities—The Director notes that Kelly does well with this. Sheryl feels like she needs to do better here.

- **2026/2027 Annual Appeal planning—approve letter at September meeting**
- Callie Langton and Kim Sweetman are writing the annual appeal letter that will be presented in September.

- **Reschedule the November board meeting—**DPL will be closed on November 11 in observance of Veterans Day, so the meeting was rescheduled to Thursday, November 12th at 6 pm

15. **Adjournment**

Kat Gatcomb made a motion to adjourn. Laura Mason seconded. All in favor. Motion passed. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

Sudie Blanchard
Acting Secretary

Future meetings 2nd Wednesday of each month at **6:00 pm**: September 9, October 14, Thursday, November 12, December 9.