

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, September 9, 2021
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Susan Wagner, Stan Reczek, Erik Waddell, Robin Glasser, Charlotte Ramsay, Andrew Sharp

Absent: Martie Gooze, Lai Lai Jenkins

Board Alternates: Kam Damtoft,

Observers/Guests:

Library Staff: Library Director Sheryl Bass

1. Call to Order
 - a. The meeting was called to order by Chair Charlotte Ramsay at 6:50 p.m.
2. Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - a. Charlotte Ramsay appointed Kam Damtoft to act as a voting trustee in place of Martie Gooze.
3. Approval of Meeting Agenda
 - a. A motion to approve the agenda was made by Robin Glasser and seconded by Stan Reczek. All were in favor. Motion passed with amendments.
4. Approval of minutes of 8/12/2021
 - a. Robin Glasser made a motion to approve the minutes from 8/12/2021. Stan Reczek seconded. All were in favor. Motion passed with revisions.
5. Public Comments/Public Correspondence
 - a. No comments
6. Friends' Report
 - a. No report presented.
7. Treasurer's Report for August 2021—Erik Waddell
 - a. See Treasurer's Report
 - i. A question arose of the appropriate level of detail included in the Treasurer's Reports. The trustees agreed to refer that question to the Budget and Technology Committee.
 - ii. Stan Reczek made a motion to accept the submitted Treasurer's Reports for August, July and June 2021. Erik Waddell seconded. All were in favor. Motion passed.
8. Director's Report –Sheryl Bass
 - a. See Library Director's Report

- i. Trustees suggested signage to educate and inform users of expectations around the car charger.
- ii. Sheryl Bass excited by the possibilities of sharing a catalog with Lee and Madbury Public Libraries.

9. Discussion/action items from Director's Report

- a. Hiring recommendation for a Library Assistant, Youth Services
 - i. Tabled. Position will be re-opened.
- b. Hiring recommendation for a Substitute Library Assistant
 - i. Kam Damtoft made a motion to approve the hiring of 2 substitute library assistants; Lindsay Claire and Sara Menegoni. Robin Glasser seconded. All were in favor. Motion passed.

10. Review of COVID protocols at the DPL –Any changes needed?

- a. Sheryl Bass recommended no changes to the COVID protocols at this time.
- b. Sheryl Bass asked the Trustees for their opinions about whether to allow meeting spaces to more than one occupant.
 - i. Trustees expressed support for increasing occupancy, but had questions about whether it would be safe to have occupants enter a room without having enough time to clear out air from previous occupants.

11. Discussion and vote on revised DPL Personnel Policies

- a. Discussion of personnel policies postponed to October meeting. Some Trustees felt they needed more time to review the policy before discussing.

12. Discussion and vote on Library of Things Policy

- a. Stan Reczek made a motion to accept the Library of Things Collection policy. Robin Glasser seconded.
- b. Stan Reczek suggested striking "Minors must be accompanied by an adult." From the first line under Guidelines for Borrowing and Use and "...by minors..." from the 2nd to last line in the same section.
- c. Other trustees suggested removing the line, "Special items..."
- d. All were in favor. Motion passed with revisions.

13. Report from the Strategic Plan Steering Committee

- a. Community meeting moved to November.
 - i. Tentatively Nov. 3 and 6
 - ii. Stan Reczek made an argument to hire an outside facilitator for the community meetings rather than facilitating them ourselves
 - 1. The meetings lose access to Sheryl Bass's expertise if she is facilitating
 - 2. Any bad feelings attached to suggestions/ideas that aren't pursued leave with the facilitator
 - 3. Facilitating meetings is difficult and time-consuming work, let's give that work to someone outside the library
 - iii. Sheryl found a quote for a qualified, but not specialized facilitator, of \$1200 for both meetings.
 - iv. Sheryl will meet soon with a facilitator and planner who has experience working with libraries. g

- v. Charlotte Ramsay made a motion to authorize spending up to \$7500 to hire a facilitator and planner to run the community meetings in November and consult on the strategic plan. \$5000 of this is a reallocation of money approved at the June 2021 meeting to be used for a survey. Stan Reczek seconded. All were in favor. Motion passed.
- b. Survey will be done after community meetings if needed

14. Discussion of DPL 2022 Annual Appeal

- a. Reach consensus on how to use the funds raised
 - i. Family seating area based around a tablet kiosk
 - ii. More shelving for printed materials
 - iii. OWL system for hybrid programming
 - iv. Maintenance of digital resources (Hoopla, Kanopy, etc.)
- b. Logistical details and schedule
 - i. Happy quote from a patron instead of a quote from a famous person?
 - ii. Target is getting letters out in early November
 - 1. Shall we gather together to mail letters or divide them up and send letters individually?
 - a. Trustees divided over which they prefer. Will decide later.

15. Report from the Technology Committee

16. Adjournment

- a. Kam Damtoft made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed.

Future meetings **(in-person)** 2nd Thursday of each month **6:45 pm.** October 14, 2021, November 10, 2021 (Note: Wednesday meeting to avoid Thursday holiday), December 9, 2021, January 13, 2022.

Respectfully submitted by Andrew Sharp