

Durham Public Library  
Board of Trustees Meeting Minutes  
Thursday, May 12, 2022  
6:45 pm  
Oyster River Room of Durham Public Library

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In Attendance: Robin Glasser, Martie Gooze, Nancy Lambert, Charlotte Ramsay, Andrew Sharp, Susan Wagner

Absent: Erik Waddell

Board Alternates: Kam Damtoft, Lai Lai Jenkins, Kim Sweetman

Observers/Guests: Beth Newkirk (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to Order
  - a. Chairwoman Robin Glasser called the meeting to order at 6:48 p.m.
2. Robin Glasser named Alternate Trustee Kim Sweetman a voting Trustee in Erik Waddell's absence.
3. Kim Sweetman was welcomed to the group as an Alternate Trustee. Martie Gooze was welcomed back to the Board as a Trustee for a one-year term, filling Stan Reczek's seat.
4. Approval of Meeting Agenda
  - a. The agenda was amended by Robin Glasser to include:
    - i. The approval of the minutes from the April 14<sup>th</sup> meeting;
    - ii. Moving the review and vote on the 2022 goals and activities for the Strategic Plan implementation to the end of the agenda;
    - iii. Changing Item 11.c from 12 hours per month to 12.5 hours.
  - b. Kim moved to approve the agenda, as amended. Andrew seconded. All were in favor. Motion passed.
5. Approval of Minutes (4/14/2022)
  - a. Charlotte moved to approve the minutes, as amended, from April 14<sup>th</sup>. Andrew seconded. All were in favor. Motion passed.
6. Public Comments/Public Correspondence
  - a. A note was received from Charlotte Ramsey thanking the Board for her reception, library-themed tote bag, and gift certificate upon ending her term as Chair of the Trustees.

- b. A note was received from Dianne Thompson thanking the Board for the gift certificate she received for her ongoing service to maintain the Library's donor database.
  - c. Robin mentioned that her husband Alan had a wonderfully positive experience with Andy Clarke who helped Alan with the implementation of software on his personal computer.
7. Friends' Report – Beth Newkirk
- a. Friends are trying to identify lifetime members who may have moved from the area.
  - b. Six Trustees are also members of the Friends; Beth thanked them for their membership.
  - c. Cookies for sale are still popular.
  - d. The group has designated \$600 from their 2022 budget to support the popular virtual Humanities programming at DPL.
  - e. Personal calls are being made to members to try to further engage them in activities.
  - f. The Friends will consider sharing a table with the Library during Durham Day on June 4.
8. Treasurer's Report for April 2022 —Robin Glasser for Erik Waddell
- a. See Treasurer's Report
  - b. Charlotte moved to accept the Treasurer's Report. Kim seconded. All were in favor. Motion passed.
9. Director's Report –Sheryl Bass
- a. See Director's Report. Noteworthy items recently completed include:
    - i. Power washing the building on May 9;
    - ii. Spring property clean-up by DPW and Liberty Mutual volunteers;
    - iii. Youth Services Library Assistant Neolani Conroy started on May 9;
    - iv. A digital scanner was acquired from the State Library with funding support from the Carroll family;
    - v. Youth Services staff participated in the Spring Children's Librarians Virtual Conference on May 5. Lisa Kleinmann also attended a workshop on Preparing for Book/Program Challenges on May 4;
    - vi. Sheryl submitted the annual library statistics to the State Library on April 29;
    - vii. Sheryl presented the 2022-2025 Strategic Plan to the Town Council on May 9.
10. Action Items from Director's Report
- a. Hiring recommendation for two Substitute Library Assistants. See Director's recommendation.
    - i. Andrew moved to hire Audrey Hart and Linnea Dwyer as Substitute Library Assistants at the rate of \$15.00/hr., pending successful reference and background checks. Charlotte seconded. All in favor. Motion passed.
11. Update from Personnel/Policy Committee
- a. Discussion and vote on revised job description for Head of Adult Services
    - i. Nancy moved to accept the revised job description, as amended. Charlotte seconded. All in favor. Motion passed.
  - b. Discussion and vote on revisions to 3-D Printer Policy

- i. Revisions include increasing the price per gram of the material used by the printer to \$.10, and reducing the maximum number of hours a print job can take to 6 hours.
- ii. Andrew moved to accept the policy revisions, as amended with minor wording changes. Kim seconded. All in favor. Motion passed.
- c. Discussion and vote on Personnel/Policy Committee recommendation to increase the Director's vacation leave accrual from 12.5 hours per month to 14 hours per month.
  - i. Charlotte moved to accept the increase in vacation leave accrual, retroactive to Jan 1, 2022. Andrew seconded. All in favor. Motion passed.

12. Update from Finance & Technology Committee

- a. Sheryl reviewed recent new technology purchases as outlined in the 2022-2024 Technology Plan.

13. Appointment of Ad Hoc Special Projects Committee

- a. Robin appointed Nancy Lambert and Erik Waddell to the Committee which will advise the Library Director on special projects such as iPad tables for the Children's Room.

14. Review and vote on 2022 Goals and Activities for Strategic Plan Implementation

- a. Following some discussion, Susan moved to accept the 2022 Operations Plan as presented, with a few typographical errors corrected. Kim seconded. All in favor. Motion passed.

15. Adjournment

- a. Kim made a motion to adjourn. Charlotte seconded. All in favor. Motion passed. Meeting adjourned at 8:53 p.m.

Future meetings 2<sup>nd</sup> Thursday of each month 6:45 p.m.:

June 9, 2022; July 14, 2022; August 11, 2022; September 8, 2022; October 13, 2022; November 10, 2022; December 8, 2022

Respectfully submitted by Susan Wagner

Approved 6/9/2022