

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, March 10, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Charlotte Ramsay, Martie Gooze, Robin Glasser, Susan Wagner, Erik Waddell, Andrew Sharp

Absent: Stan Reczek

Board Alternates: Kam Damtoft

Trustee-Elect: Nancy Lambert joined via Zoom

Observers/Guests: Beth Newkirk

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:52 p.m.
 - b. Board agrees to allow Trustees to vote remotely.
 - i. A quorum of 5 must be physically present.
2. Charlotte Ramsay appointed Kam Damtoft as a voting trustee in place of Stan Reczek
3. Approval of meeting agenda
 - a. Addition: take action on 3 quotes received for painting Oyster River Room
 - b. Addition: Vote on installing a security keypad on the back door at the cost of \$1885.00 to purchase and install
 - c. Martie made a motion to approve the agenda with the additions. Kam Damtoft seconded. All were in favor. Motion passed.
4. Approval of minutes (2/10/2022)
 - a. Robin Glasser made a motion to approve the minutes from February 10th. Martie Gooze seconded. All were in favor. Motion passed.
5. Public comments/Public Correspondence
 - a. Email from Tod Selig congratulating library for receiving Irwin grant.
 - b. Martha (who works at Bagdad Woods) shared with Susan Wagner that she was happy that Andy Clark visited Bagdad Woods.
6. Friends' Report – Beth Newkirk
 - a. Hybrid in-person/online meeting on next Wednesday.
 - b. Cookie basket has returned!
 - c. Recruiting new members is ongoing, with current focus on getting old members back into the Friends.
7. Treasurer's Report for December 2021—Erik Waddell
 - a. See Treasurer's report

- i. Erik Waddell reviewed some corrections to the spreadsheet
 - ii. Total expenditures for the month were \$2.62 in PayPal fees and YTD expenditures were \$3886.63
 - iii. Recommendations on use of matured CD funds
 - iv. CDs matured on February 22, 2022
 - v. \$18,838 in total interest on one CD
 - vi. Erik closed CDs and transferred funds to bank account
 - b. Martie Gooze made a motion to accept the Treasurer's Report as amended. Susan Wagner seconded. All were in favor of approving the amended report. Motion passed.
8. Director's Report –Sheryl Bass
- a. See Director's Report
 - b. Door out of the Youth Services area does not have an outdoor handle or lock. With warmer weather, patrons will be using the door for outdoor story times. Sheryl recommends putting on a keypad and re-tooling the door with a lock at a cost of \$1885.00.
 - c. Staffing issues—Advertising for Youth Services Library Assistant
 - d. Building issues (re-lamping DPL, re-painting Oyster River Room, cleaning)
 - e. Staff Development Day 2/28/22
9. Action Items
- a. Charlotte Ramsay asked Trustees to bring concerns about town business to the BOT Chair and allow the chairperson to work with the Library Director to address concerns.
 - b. Robin Glasser made a motion to accept the low bid of New England Painting to paint the Oyster River Room. Martie Gooze seconded. Motion passed with a vote of 5 votes to 2.
 - c. Susan Wagner made a motion to accept the proposal from Lang Door & Hardware LLC to place security keypad on the library's back door funds to come from the facilities fund – Lang Door and Hardware is a sole-source vendor. Erik Waddell seconded. All were in favor. Motion passed.
10. Review and vote on Sheryl's proposed 2022 Goals for herself.
- a. Changes proposed to clarify goal #4 and to add staffing goals to goal #3
 - b. Erik Waddell made a motion to accept the proposed goals, as amended. Martie Gooze seconded. All were in favor. Motion passed.
11. Fiscal Accounting of DPL expenses for 2021. DPL owes Town \$28,362.78.
- a. Charlotte made a motion to authorize the Treasurer to write a check to the Town of Durham for \$28,362.78 with the funds coming from Prior Year Annual Appeal. Robin Glasser seconded. All were in favor. Motion passed.
12. Update from Personnel/Policy Committee
- A. Should DPL have a written policy requiring a minimum of 3 quotes on work/orders costing more than \$2000 for which the DPL is paying? Should the DPL Director be able to make purchasing decisions up to \$2000 without obtaining prior Board approval?
 - a. The Board reached consensus that the Personnel/Policy Committee should write a policy requiring 3 quotes on work/orders costing more than \$2000.
 - b. Charlotte Ramsay made a motion giving the DPL director authority to make unanticipated purchase decisions up to \$2000 without getting prior board approval. Robin Glasser seconded. All were in favor. Motion passed.
 - B. Reviewing job descriptions of full-time personnel, starting with the Head of Adult Services position.

11. Update from Finance & Technology Committee

- A. Meeting with Deb Ahlstrom of the Town to formulate budget procedures
 - a. The Board reached consensus that the business office should split library funds between Fund 10 and Fund 80.
- B. Recommend procedures for reporting to Board on YTD spending of Town allocation.
- C. Recommend procedures to safeguard Annual Appeal checks and to make sure each donation is recorded and verified by at least 2 people.

13. Adjournment

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

Future meetings 2nd Thursday of each month 6:45 p.m.:

April 14, 2022

May 12, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

Respectfully submitted by Andrew Sharp