

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, April 14, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Charlotte Ramsay, Robin Glasser, Susan Wagner, Erik Waddell, Andrew Sharp, Nancy Lambert

Absent: Stan Reczek

Board Alternates: Kam Damtoft, Lai Lai Jenkins

Observers/Guests: Beth Newkirk (Friends Liaison), Kim Sweetman

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:48 p.m.
2. Charlotte Ramsay named Kam Damtoft a voting Trustee in place of Stan Reczek.
3. Welcomed newly-elected Trustee Nancy Lambert to the group.
Kim Sweetman attended the meeting and is interested in perhaps becoming an Alternate Library Trustee.
4. Approval of meeting agenda
 - a. Robin made a motion to approve the agenda as presented. Andrew seconded. All were in favor. Motion passed.
5. Stan Reczek's resignation from the Board was accepted, with regret. Moved by Robin. Erik seconded. All were in favor. Motion passed.
6. Election of Board Officers.
 - a. Charlotte proposed the following slate of officers:
 - i. Robin Glasser, Chair
 - ii. Andrew Sharp, Vice Chair
 - iii. Erik Waddell, Treasurer
 - iv. Susan Wagner, Secretary
 - b. Hearing no other nominations from the group, Charlotte moved to accept the slate of officers as presented. Erik seconded. All were in favor. Motion passed.
 - c. As the outgoing Chair, Charlotte was presented with a gift from the other Trustees in appreciation for all her years of service to the Library.
 - d. Andrew was thanked for his three years of service as Secretary.
 - e. Robin assumed her position as Chair of the Trustees.

7. Meeting Dates for the Coming Year
 - a. Meeting the second Thursday of each month at 6:45 p.m. still works for all Trustees.
 - b. Robin raised the point that the NHLTA Trustee Manual states the following, “Board meetings must be posted for public notice and held on a regular basis at a location that is open and available to the public.” Since the library currently closes to the public at 6:00 p.m., Sheryl will place a sign in the downstairs lobby instructing the public on how to gain access to the building for the meeting.

8. Approval of minutes (3/10/2022)

Erik moved to approve the minutes from March 10th. Charlotte seconded. All were in favor. Motion passed.

9. Public comments/Public Correspondence
 - a. A family who moved to Durham recently mentioned to Lai Lai that the place their children feel most welcomed is the library.
 - b. While in the restroom at the UNH Library during National Library Week (Apr 3-9), Andrew noticed a big sign inviting members of the UNH community to visit the public library.

10. 7:15PM Public Hearing on Accepting 2021-2022 Annual Appeal Funds
 - a. The public hearing opened at 7:15PM. Donations greater than \$10,000 require a public meeting, advertised in a local newspaper 7 days in advance, for the Library to accept the funds.
 - b. Erik moved to accept \$26,969.59 in annual appeal funds, plus any earned interest. Andrew seconded. All were in favor. Motion passed.
 - c. Erik noted that there was one large gift of \$10,000 during this campaign.
 - d. Various ideas were discussed for expanding the Trustees’ fundraising reach.
 - e. The public hearing closed at 7:29PM.

11. Friends’ Report – Beth Newkirk
 - a. Membership Drive held in the Library lobby during National Library Week. Both new members signing up, and current members renewing.
 - b. Cookies are selling! Thank you to the cookie bakers.
 - c. The next meeting is Wednesday, April 20, 1:00 p.m. All are invited to this next ‘hybrid’ meeting.
 - d. Beth thanked Charlotte for her work with the Friends as Chair of the Trustees.

12. Treasurer’s Report for March 2022 —Erik Waddell
 - a. See Treasurer’s report
 - i. Erik Waddell reviewed the report. There were no expenses in March, except for PayPal fee of \$.63, but there will be expenditures in April.
 - b. Susan moved to accept the Treasurer’s Report. Charlotte seconded. All were in favor. Motion passed.

13. Director’s Report –Sheryl Bass
 - a. See Director’s Report. Some of the highlights include:

- i. The library was re-lamped a second time since the bulbs used the first time were not compatible with the fixtures and ballasts.
- ii. Website failure for 84 hours from March 12-16 due to a system failure at the data center that supports the Library's website host. The problem was exacerbated since it occurred on a weekend.
- iii. Painting of the Oyster River Room has been completed, and chair bumpers have been added to all the chairs in the room.
- iv. Amy Segalla, Youth and YA Library Assistant, has regrettably resigned from the library. The Library received many applications, conducted 5 initial interviews and 3 second interviews. Two of the 3 second candidates declined (Library schedule inflexibility). The third exceeded expectations.
- v. The Library received a \$200 donation for a "Tonie" device which reads to young children. In the Library of Things.
- vi. Oyster River Reads virtual program with Kurk Dorsey drew over 46 attendees. Virtual programming for adults has also been very successful with over 250 attendees in 2022 so far.
- vii. Sheryl attended PLA in Portland, OR, Mar 22-25, and learned a great deal. She thanked the trustees for funding the trip.
- viii. 2022 budget on target with 25% spent thus far.
 - ix. Jess Ross asked to write a guest essay for Portsmouth Public Library about the medical history of Portsmouth.
 - x. Lisa Harling, former DPL employee and current Media Specialist at ORHS, has issued 50 DPL library cards to students and staff and is poised to issue another 100 cards soon.
 - xi. The Oyster River Room air handling system is now quieter. Vents adjusted by DPW.

14. Action Items from Director's Report

- a. Hiring recommendation for Youth Services Library Assistant. See Director's recommendation.
 - i. Charlotte moved to hire Neolani Conroy as Youth Services Library Assistant; Kam seconded. All in favor. Motion passed.

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

- a. Sheryl provided an overview of the Operations Plan details. Robin asked the Trustees to be prepared to discuss the Plan in more detail for the next meeting and to vote on it.

16. Review and Discussion of Model of Standing Committees vs 2nd Monthly Meeting of Board for Workshop Sessions

- a. Feedback in favor of Standing Committees has been positive and productive. Consensus is to continue with Standing Committees for Personnel/Policy, and Finance & Technology.

17. Update from Personnel/Policy Committee

- a. Robin Reported that the job description for the Head of Adult Services position is currently being reviewed.

18. Update from Finance & Technology Committee
 - a. Quarterly budget report for the Library YTD expenditures – see report.
 - i. Right on target at 25% of budget spent
 - b. Quarterly technology plan report – see report
 - i. There were several small unanticipated expenses, totaling \$246.09, for peripherals and accessories.

19. Trustee Appointment to Fill vacancy (Stan Reczek) until next election and vote on recommendation to the Town Council
 - a. Charlotte moved to recommend to the Town Council the appointment of Martie Gooze to fill Stan’s seat until the next Town election in March 2023. Andrew seconded. All in favor. Motion passed.

20. Reappointment of Alternate Trustees Lai Lai Jenkins and Kam Damtoft, and vote on recommendation to the Town Council
 - a. Charlotte moved to recommend to the Town Council the reappointment of Lai Lai Jenkins and Kam Damtoft as Alternate Trustees, and to appoint Kim Sweetman as a third Alternate Trustee. Andrew seconded. All in favor. Motion passed.

21. Adjournment
 - a. Erik made a motion to adjourn. Kam seconded. All in favor. Motion passed. Meeting adjourned at 8:45 p.m.

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

May 12, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

Respectfully submitted by Susan Wagner