Call to Order
- The meeting was called to order by Chair Charlotte Ramsay at 6:45 p.m.

Chair Appointment of Alternate Trustees to Serve as Voting Trustees
- Charlotte Ramsay appointed Martie Gooze to act as a voting trustee in place of Susan Roman.
- Martie Gooze was un-appointed as a voting trustee when Susan Roman joined the meeting at 6:59 p.m.

Approval of Meeting Agenda
- A motion to approve the agenda was made by Martie Gooze and seconded by Nancy Webb.
- Sheryl Bass requested that an item, Tech Toy Use Agreement, be added under new business.
- All were in favor of the agenda as amended. Motion passed.

Approval of Minutes
- A motion to approve the minutes from January 8, 2020 was made by Anne Knight and seconded by Andrew Sharp. A majority were in favor, 5 in favor, with 2 abstentions. Motion passed with amendments.

Public Comments/Public Correspondence
- “The Library” was invited to A New Hampshire Yankee in a Consumer World, a series of events hosted by the Lee Public Library among others. Sheryl Bass will ask for additional information and what the goal of the invitation was.
- Sheryl Bass read an email from a member of a committee from Madbury looking for opportunities to collaborate with other, surrounding towns
  - There was support among the board for exploring ways to share library resources between Durham, Lee and Madbury.
  - This will be discussed further at the meeting on February 26, 2020.
- The Library received a $1000 gift from the Doris and Lee Irwin Charitable Trust to be used to enhance the adult collection
- Sheryl Bass received a request to list the emails of individual staff members on the website. She declined to do so.
- Sheryl Bass shared some thank you notes to Library staff, especially Margo

Director’s Report
- See Director’s Report document
• Operational updates - Staffing
  • Deb Jarvis change of position
    • Sheryl Bass proposed to change Deb Jarvis’s position from Admin to Sheryl Bass to a circulation desk position reporting to Jess. Deb, Jess and Sheryl all feel that this is a good change.
  • Staff Schedules
    • Sheryl removed extra hours that staff had been working in order to get a sense of where staffing needed to change. The reduced hours started on Monday, 2/10.
    • Sheryl believes it will take about 90 days to see any patterns emerge.
  • Staff Development Day
    • Monday, Feb. 17
    • Carolyn suggested to Sheryl Bass that a reminder be sent home to middle school kids
  • Circulation policy issues
  • Agricultural Collection Update
• Facilities updates
  • Technologies Update
  • Overhead Speakers

• Report from the Friends
  • No updates from Susan Herhold – no recent meeting of the Friends.
  • Nancy Webb met with Alix Handelsmann and two other Riverwoods residents to discuss cooperation between Friends of Riverwoods Library and Friends of the Durham Public Library.
    • There is a great deal of interest among Riverwoods residents.

• Treasurer’s Report for January 2020
  • See Treasurer’s Report document
  • Annual Appeal Donations through 1/31/20 are very near $20,000.
  • Susan Roman made a motion to accept unanticipated revenues of $401.25. Carolyn Singer seconded. All were in favor. Motion passed.
  • Carolyn Singer made a motion to accept expenses of $22.00. Andrew Sharp seconded. All were in favor. Motion passed.

• Old Business
  • Final Report (?) from the Friends/Trustees Task Force – Robin, Erik, and Anne
    • Final meeting will take place on February 21, 2020. The Task Force will discuss conflict resolution.
  • Discussion of amendment to Personnel Policies re Plus Rates
    • Nancy Webb made a motion to accept the addition of the phrase, “shall not exceed the salary of the person being replaced”. Carolyn Singer seconded. All were in favor. Motion passed.
  • OR Community Read: Current status and plans for next year
    • Durham Public Library will participate in the future and the library director will represent the Durham Public Library on the committee.
  • ALA Institutional membership ($300/year)
    • Charlotte Ramsay and Sheryl Bass recommended that Durham Public Library give the institutional membership a try.
    • Carolyn Singer made a motion that the Board of Trustees approve the purchase of an ALA institutional membership. Susan Roman seconded. All were in favor.
Motion passed.

• Discussion and vote on DPL Laptop Use Policy, Closing Policy (minor revisions), and Interlibrary
  • Carolyn Singer made a motion that the Board of Trustees accept the revisions to the language in the Library Closing Policy. Nancy Webb seconded. All were in favor. Motion passed.
  • Carolyn Singer made a motion that the Board of Trustees accept the Durham Public Library Laptop Use Policy as written. Erik Waddell seconded. All were in favor. Motion passed.
  • Nancy Webb made a suggestion that circulation staff inform the borrower when any book they borrow will cost $300 or more to replace.
  • Carolyn Singer suggested that specific rates for photocopying be removed from the policy.
  • Carolyn Singer made a motion to accept the Interlibrary Loan Policy. Nancy Webb seconded. All were in favor. Motion passed with amendments.

• Loan Policy
• Display Cabinets (purchase suggested by Carolyn Singer)
  • No purchases requested at this time. Cases will be borrowed from another institution for a trial period.
• To be discussed at a future meeting
  • Solar panel information sign
  • Evaluate our charge for black and white copies
  • Security cameras

• New Business
  • Archival Needs
    • Maps in the basement should be preserved with a cabinet that allows them to lay flat.
    • A map cabinet would cost around $4600.
    • The Board of Trustees asked for more information about where the maps came from, who accepted them and under what conditions they were accepted.
  • DVR for security cameras will need to be replaced soon. The Board of Trustees should make that part of the technology plan.
  • Craig has recommended that the library replace cameras so that programs can be broadcast on DCAT. A quote of around $17,000 was made for Sheryl Bass. Sheryl will meet with Craig on Friday to discuss this change.
    • Sheryl asked if Erik Waddell could attend that meeting.
  • Overhead speakers
    • Sheryl Bass feels that it is a safety issue that the library doesn’t have any kind of loudspeaker system. This would allow library staff to make announcements.
    • Carolyn Singer made a motion to authorize the library director to get three quotes to purchase a loudspeaker system up to $8000. Susan Roman seconded. All were in favor. Motion passed.
  • Tech Toy Agreement
    • Will be voted on at February 26, 2020 meeting.

• Adjournment
  • Carolyn Singer made a motion to adjourn. Susan Roman seconded. All were in favor. Motion passed. Meeting adjourned at 8:48 p.m.
Respectfully submitted by Andrew Sharp