

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, January 8, 2020  
6:45 pm  
DPL Heritage Room

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In Attendance: Charlotte Ramsay, Andrew Sharp, Anne Knight, Erik Waddell, Nancy Webb

Absent: Susan Roman, Carolyn Singer, Martie Gooze

Board Alternates: Karen Hilton, Robin Glasser

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
  - a) The meeting was called to order by Chair Charlotte Ramsay at 6:55 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
  - a) Charlotte Ramsay appointed Karen Hilton to act as a voting trustee in place of Carolyn Singer and appointed Robin Glasser to act as a voting trustee in place of Susan Roman.
- 3) Approval of Meeting Agenda
  - a) A motion to approve the agenda was made by Anne Knight and seconded by Eric Waddell. All were in favor. Motion passed.
- 4) Approval of 12/4/2019 Minutes
  - a) Eric Waddell made a motion to approve the 12/4/2019 minutes, seconded by Karen Hilton. All were in favor. Motion passed with no changes to the draft minutes.
- 5) Public Comments/Public Correspondence
  - a) Firefighter's Association sent a note thanking Jess for help with the Toy Drive
  - b) A note to Lisa Kleinmann thanking her for displays and children's programs around Indigenous People's Day
- 6) Director's Report
  - a) See Director's Report document
    - i) Tech plan and purchases for 2019 – 3D Printer
      - (1) Sheryl may start to buy 2020 technology upgrades now
      - (2) New 3D printer can work with LAN and WiFi and is an upgrade from the 3D printer the library was borrowing from the state.
        - (a) Delivery of the new 3D printer has not been set yet.
        - (b) Brief discussion of ways to provide IT services
          - (i) Request new technical services librarian for next year's budget?
          - (ii) Set a contract with a 3<sup>rd</sup> party provider?
          - (iii) Sheryl Bass will consider all options as she becomes familiar with the Library's rhythms, staffing needs and opportunities for efficiency
          - (iv) Erik, Anne and Sheryl will meet soon to review technology plan
    - ii) Operational updates

- iii) Facilities updates
- iv) 2019 budget and spending review
- v) Purchase of new set of Country Books for children completed--\$1690
- vi) Sheryl Bass asked the Trustees if they agreed that Lisa and Jess should also be members of American Library Association. The trustees agreed by consensus.
- vii) Sheryl Bass reported that DPL had nearly 68,000 library visits in 2019 – very similar to the number of visits in 2018
- viii) Security cameras
  - (1) Sheryl Bass shared that the current cameras do not cover all of the parking areas. She would like to research adding new cameras. The trustees agreed by consensus.

7) Report from the Friends

- a) Anne and Charlotte encouraged Trustees to attend the next Friends of the Library meeting on 1/22 at 1:00 p.m. in the Oyster River Room. The Friends will elect new officers, vote on the new by-laws, and vote on the MOU between the Friends and the Library (Trustees and Staff).

8) Treasurer's Report for December 2019 – Anne Knight

- a) See Treasurer's Report document
- b) Annual Appeal Donations through 12/31/19
  - i) \$17, 965.00 to date, with \$11,295.00 during the month of December 2019.
  - ii) Plus \$1040.52 online through PayPal, part of which had already been added in
- c) Andrew Sharp made a motion to accept unanticipated revenues of \$109.25. Erik Waddell seconded. All were in favor. Motion passed.
- d) Robin Glasser made a motion to accept expenses of \$2971.75. Karen Hilton seconded. All were in favor. Motion passed.

9) Old Business

- a) Report from the Friends/ Trustees Task Force –Robin, Erik, and Anne
  - i) Committee has made a draft memorandum of understanding between Friends and Trustees. It will go to the Friends for vote first, then to Trustees.
- b) Discussion of amendment to Personnel Policies re Plus Rates
  - i) Postponed
- c) DPL Board meeting 1/22/20: Discussion of Circulation Policies to include overdue fines, privacy considerations and length of check-out periods
  - i) Sheryl handed out current policy, RSA on confidentiality and ALA Bill of Rights. Sheryl also recommended members become familiar with Patriot Act
- d) To be discussed at a future meeting:
  - i) Solar panel information sign
  - ii) Evaluate our charge for black and white copies
  - iii) Display cabinets (purchase suggested by Carolyn Singer)

10) New Business

- a) First review of new policy: DPL Laptop Use Policy
  - i) Sheryl handed out copies of the proposed policy for Trustees to review for February meeting
- b) Recruiting Trustee candidates
  - i) Filing period is 1/22-1/31
- c) ALA Memberships – individual and institutional
  - i) Sheryl, Jess and Lisa should all have individual memberships (see Director's Report section)
  - ii) The Trustees will decide on the institutional membership at a later date
- d) Additional security cameras for library

- e) Review of Library Closing Policy
  - i) Sheryl handed out copies of Edited Library Closing Policy for Trustees to review
- f) Discussion of a policy on interlibrary loans
  - i) Sheryl handed out a proposed Interlibrary Loan Policy for Trustees to review.
  - ii) Andrew asked that the phrase “in good standing” be removed from policy, Section 1, line 1
- g) Partnering with Oyster River Community Reads
  - i) Sheryl feels that the Oyster River Community Reads’ book choice is overtly political and recommended that DPL cooperate with ORCR, but not partner with them. The Trustees unanimously agreed with her.

11) Adjournment

- a) Erik Waddell made a motion to adjourn. Karen Hilton seconded. All were in favor. Motion passed. Meeting adjourned at 8:53 p.m.

Respectfully submitted by Andrew Sharp