

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, June 10, 2020  
6:45 pm  
Via Zoom

---

In Attendance: Robin Glasser, Nancy Webb, Charlotte Ramsay, Anne Knight, Andrew Sharp, Carolyn Singer

Absent: Erik Waddell

Board Alternates: Martie Gooze

Observers/Guests: Susan Herhold

Library Staff: Sheryl Bass, Jess Ross

1. Call to order
  - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:50 p.m.
2. Chair appointment of Alternate Trustees to serve as voting Trustees
  - a. Chairwoman Charlotte Ramsay appointed Martie Gooze to act as a voting trustee in place of Erik Waddell.
  - b. Erik Waddell joined meeting at 7:08 p.m.
    - i. Chairwoman Charlotte Ramsay un-appointed Martie Gooze as a voting trustee.
3. Approval of meeting agenda
  - a. Robin Glasser made a motion to approve the meeting agenda with one addition. Nancy Webb seconded. Voting in favor: Ramsay, Knight, Sharp, Webb, Singer, Glasser, Gooze. Opposed: none. Motion passed.
  - b. Added to the agenda as 9a is the vote on a change to the pandemic infectious disease policy as recommended by the director. 9b is now discussion of Phase II of DPL Re-opening Plan.
4. Approval of minutes (5/13/2020)
  - a. Anne Knight made a motion to approve the 5/13/20 minutes submitted by Andrew Sharp as amended. Martie Gooze seconded. In favor: Ramsay, Knight, Sharp, Webb, Glasser, Gooze. Abstained: Singer. Opposed: none. Motion passed.
  - b. Minutes should be “by zoom”, not in Heritage Room
5. Public Comments/Public Correspondence
  - a. Sheryl Bass shared a thank you card that Lisa Kleinmann had received from a kindergarten class.

6. Friends' Report
7. Treasurer's Report for May 2020
  - a. See written report
  - b. No cash receipts or additional revenue for May.
  
8. Director's Report
  - a. Public Works has really done a good job of sprucing up the library grounds
  - b. Summer Reading is planned
    - i. Has shifted to an online format. Children's Department has worked hard to make that happen.
    - ii. Rollout presentation will be 6/26/2020
  - c. Large uptick in users of digital resources
    - i. Hoopla has had 20 unique users so far
    - ii. Kanopy is online and Jess will have it available on the website by Friday, 6/12/2020
  - d. Staff are all healthy and looking forward to working together in the building.
  - e. At 50% of the year, about 40% of the budget has been used. Sheryl Bass is confident that spending will be made up later.
  - f. Anticipates that the library will continue opening on Saturdays 10 a.m. – 12 p.m.
  
9. How "Library to Go" is working
  - a. 530 patrons, 1261 items circulated
- 9a. Small change and discussion on pandemic/infectious disease policy to give the Director explicit authority to
  - a. "Suspend or modify existing library policies".
  - b. Martie Gooze suggested adding language to the effect that the library will return to normal policies as soon as appropriate.

Carolyn Singer made a motion to accept the additional language to the pandemic policy. Robin Glasser seconded. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion passed.
  
- 9b. Discussion of Phase II of the proposed plan for restoring limited library service, followed by vote.
  - b. Library Director proposed starting Phase II on June 29<sup>th</sup>.
  - c. Library Director suggested a limit of 15 patrons in library at a time.
  - d. Lengthy discussion of safety precautions including whether to require masks for patrons, limiting time for patrons and how to maintain 6-ft. distancing.
  - e. Erik Waddell made a motion to endorse the Phase II step 1 of the library Director's phased re-opening plan. Carolyn Singer seconded. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion passed.
  
10. Discussion regarding adding a part-time Technology Assistant position.

- a. Chairwoman Ramsay charged the Technology Committee to meet and discuss the technology plan and decide on what purchases need to be made and when. And to offer advice on hiring a part-time technologist.
  - b. Carolyn Singer made a motion to approve beginning a search for a part-time library technologist. Erik Waddell seconded. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion passed.
11. Technology Plan –schedule Technology Committee meeting to decide on 2020 purchases
12. Non-Public Session per RSA 91-A:3, II(a) to discuss Staff evaluations and salaries.
- a. Anne Knight made a motion to go into non-public session. Seconded by Carolyn Singer. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion Passed. Non-public session began at 8:20 p.m.
13. Return to Public Session
- a. Nancy Webb made a motion to leave non-public session. Carolyn Singer seconded. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion passed. Returned to public session at 8:55 p.m.
14. Vote on Six-Month Evaluation of Library Director Sheryl Bass
- a. Approved in principal, but formal vote has been delayed to the 7/8/20 meeting to allow for some additional language.
15. Vote on full-time staff salary changes.
- a. Charlotte Ramsay made a motion to increase full-time staff remuneration by \$3250 effective 07/01/2020, to include \$2750 in salary increases and \$500 in a one-time bonus. Seconded by Erik Waddell. Voting in favor: Ramsay, Waddell, Knight, Sharp, Webb, Singer, Glasser. Opposed: none. Motion passed.
16. ADJOURNMENT
- a. Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 9:07 p.m.

Next Board Meetings:

Wednesday, July 8, 2020

Wednesday, August 12, 2020

Wednesday, September 9, 2020

Respectfully submitted by Andrew Sharp