

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, November 13, 2019  
6:45 pm  
DPL Heritage Room

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In Attendance: Charlotte Ramsay, Andrew Sharp, Anne Knight, Erik Waddell, Carolyn Singer, Susan Roman.

Absent: Nancy Webb

Board Alternates: Karen Hilton, Robin Glasser, Martie Gooze

Observers/Guests: None

Library Staff: Interim Library Director Susan Wagner

- 1) The meeting was called to order by Chair Charlotte Ramsay at 6:50 p.m.
- 2) Charlotte Ramsay appointed Robin Glasser to act as a voting trustee in place of Nancy Webb. Martie Gooze and Karen Hilton acted as voting trustees until Susan Roman and Carolyn Singer arrived just as Susan Wagner began the Director's Report.
- 3) A motion to approve the agenda was made by Karen Hilton and seconded by Robin Glasser. All were in favor. Motion passed.
- 4) Approval of Minutes of October 23, 2019 Board meeting.
  - a) Robin Glasser made a motion to approve the 10/23/19minutes and seconded by Martie Gooze. All were in favor. Motion passed with amendments.
- 5) Public Comments/Public Correspondence
  - a) No public comments
- 6) Director's Report
  - a) See Director's Report document
    - i) Donations to the library
    - ii) Building Issues Update
    - iii) Tech Plan and Purchases for 2019
    - iv) Interlibrary Loan System
    - v) EV Charger
    - vi) 2020 Library Budget
    - vii) 2019 Library Budget
    - viii) Parking Issue
    - ix) Staff & Other Library News
- 7) Treasurer's Report for October 2019 – Anne Knight
  - a) See Treasurer's report attached

- b) Susan Roman made a motion to accept unanticipated revenue of \$313.70. Carolyn Singer seconded. All were in favor. Motion passed.
  - c) Susan Roman made a motion to accept expenses in the amount of \$400.53. Carolyn Singer seconded. All were in favor. Motion passed.
- 8) Report on the Friends' meeting 11/3/2019 – Charlotte Ramsay (since Susan Herhold was ill)
- a) New By-Laws will be voted on at the next Friends' Meeting on December 4.
  - b) Donation by the Friends of an Imagination Station to Children's Area in memory of Betty Zeis
- 9) Old Business
- a) Annual Appeal Letter
    - i) Letters are out, donations are coming in
  - b) Donate Button is up on the website
    - i) PayPal needs a bank statement or a cancelled check to confirm nonprofit status
    - ii) Will be in Friday updates
    - iii) Loan receipts will also mention the donate button
    - iv) Donors can opt-in to allow PayPal to share their mailing address with Town of Durham Public Library
  - c) [BoardofTrusteesDPL@gmail.com](mailto:BoardofTrusteesDPL@gmail.com) – Are we sure we want one?
    - i) Susan Roman made a motion to create an email for the Board of Trustees that will be maintained by the chair. Seconded by Carolyn Singer. All were in favor. Motion passed.
    - ii) Susan Wagner will put the trustees' email under the names of the trustees on the trustees' webpage.
- 10) New Business
- a) Erik Waddell made a motion to cancel the BOT Meetings on 11/27 and 12/25. Seconded by Carolyn Singer. All were in favor. Motion passed
  - b) Erik Waddell made a motion to have one meeting in December on December 4. Seconded by Carolyn Singer. All were in favor. Motion passed.
  - c) Erik Waddell noted that the appeal letter went out to a smaller number of recipients than in the past. How can we change that?
    - i) Susan Wagner suggested an opt-in option on the card renewal form
    - ii) Martie offered to take return envelopes and library brochures to new residents in her neighborhood.
- 11) Adjournment
- a) Erik Waddell made a motion to adjourn. Carolyn Singer seconded. All were in favor. Motion passed. Meeting adjourned at 8:26 p.m.

Respectfully submitted by Andrew Sharp, Secretary