

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, February 12, 2020  
6:45 pm  
DPL Heritage Room

In Attendance: Charlotte Ramsay, Anne Knight, Nancy Webb, Andrew Sharp, Carolyn Singer, Erik Waddell. Susan Roman joined the meeting at 6:59 p.m.

Board Alternates: Martie Gooze, Robin Glasser. (Karen Hilton was excused.)

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

- 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