

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, February 26, 2020
6:45 pm
DPL Heritage Room

In Attendance: Nancy Webb, Andrew Sharp, Anne Knight, Susan Roman, Charlotte Ramsay

Absent: Carolyn Singer, Erik Waddell

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

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

- Call to Order
 - The meeting was called to order by Chair Charlotte Ramsay at 6:47 p.m.
- Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - Charlotte Ramsay appointed Robin Glasser to act as a voting trustee in place of Carolyn Singer and Martie Gooze as a voting trustee in place of Erik Waddell.
- Approval of Meeting Agenda
 - A motion to approve the agenda was made by Susan Roman and seconded by Martie Gooze.
 - Chairwoman Charlotte Ramsay asked that that an item be added to the agenda; approval of a payment from the Library to the Town.
 - Chairwoman Charlotte Ramsay asked that an item be added to the agenda; appointing a Trustee to serve as liaison to the Friends of the Library.
 - All were in favor of the agenda as amended. Motion passed.
- Public Comments/Public Correspondence
 - Paula Fraser from Bats QLD emailed a thank-you to the library for the bat wraps that were made as part of a compassion project.
 - Lisa Kleinmann received a thank-you note from the literacy class she worked with at UNH.
- Further review and vote on DPL Tech Toy user agreement
 - Susan Roman made a motion to approve the Tech Toy Policy and User Agreement and Anne Knight seconded.
 - All were in favor. Motion passed.
- Friends-Library Task Force report -- conflict resolution procedure
 - A social event for the Friends, Trustees and Library staff is being planned for the National Library Week (April 19 – 25), probably the Thursday or Friday of that week.
 - Charlotte Ramsay made a motion to appoint Robin Glasser as liaison to the Friends of the Library. Martie Gooze seconded. All were in favor. The motion passed.
 - Conflict resolution procedure
 - Sheryl Bass shared a draft of Conflict Management and Resolution Guidelines.
 - Trustees asked for some time to look over the draft before accepting it – probably at the March 11 meeting.
- Further discussion of circulation policy – report on meeting with Todd Selig re circulation
 - Todd Selig was receptive to the idea of reciprocal library cards with Lee and Madbury

Public Libraries.

- Charlotte Ramsay visited the new Madbury Library and broached the idea of reciprocal cards with the library director there. She was very receptive. No one has spoken with the director of the Lee Library yet.
- Vote on some sections of the policy.
 - Refer to Circulation Policy documents handed out in meeting.
 - Patrons will be required to have a library card at the time they borrow materials.
 - This has always been the policy, but it will now be enforced by library staff.
 - Martie Gooze made a motion to accept the Circulation Policy with the changes made during the Trustees meeting. Susan Roman seconded. All were in favor. Motion passed.
- Discussion of how best to meet the Library's IT needs.
 - Sheryl Bass and Charlotte Ramsay discussed the library's and the town's IT needs with Todd Selig, Town administrator.
 - The Town has no plans at this time to add new IT staff.
 - Jess spends 2-3 hours each day on IT support-type tasks (updates, maintaining websites, responding to gmail).
 - Sheryl Bass believes that Jess is doing too much.
 - Sheryl Bass and Charlotte Ramsay proposed adding a part-time IT support person, perhaps a technical librarian.
 - Luke and Todd Selig were enthusiastic about the library hiring an IT support person.
 - There was consensus among board members that Sheryl Bass should begin preparing to hire a part time IT support person.
- Initial planning for creating a DPL Strategic Plan
 - To be discussed at the March 25th Trustees Meeting.
 - Sheryl Bass recommended that the Trustees consider what they want as they begin to plan the strategic planning process.
 - What resources will be used, how much time at each meeting will be spent on the strategic plan, how many and which people will be involved, etc.
- Approving a Payment from the Library to the Town of Durham
 - Treasurer Anne Knight proposed that the Board of Trustees approve a payment of \$15,658.97 to the Town of Durham, reimbursement for 2019 Library expenditures that exceeded the amount allocated by the Town to the Library.
 - Anne Knight proposed that the payment come from the prior year annual appeal.
 - Susan Roman made a motion to approve the Board of Trustees to make a payment of \$15,658.97 from Account Number 7-Prior Year Annual Appeal (6737) to the Town of Durham per Invoice No. Fiscal Year 2019 from the Town of Durham. Robin Glasser seconded.
 - All were in favor. Motion passed.

To be discussed at a future meeting

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11. ADJOURNMENT

- a) Susan Roman made a motion to adjourn. Martie Gooze seconded. All in favor. Motion passed.

b) Meeting adjourned at 8:52 p.m.

Next Board Meeting: Wednesday, March 11, 2020 at 6:45 in the Heritage Room

Respectfully submitted by Andrew Sharp