

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, March 11, 2020  
6:45 pm  
DPL Heritage Room

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In Attendance: Nancy Webb, Andrew Sharp, Anne Knight, Susan Roman, Charlotte Ramsay, Carolyn Singer, Erik Waddell (arrived at 7:44)

Absent:

Board Alternates: Robin Glasser, Martie Gooze, Karen Hilton

Observers/Guests: Nancy Schieb

Library Staff: Library Director Sheryl Bass

1. Call to order
  - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:46 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 Trustee Erik Waddell (until his late arrival).
3. Approval of meeting agenda
  - a. Susan Roman made a motion to approve the meeting agenda. Martie Gooze seconded. All were in favor. Motion passed with amendments.
4. Approval of minutes (1/22/20, 2/12/20, and 2/26/20)
  - a. Anne Knight made a motion to approve all three sets of minutes. Martie Gooze seconded. Motion passed with amendments.
5. Public Comments/Public Correspondence
  - a. Susan Roman reported that someone had asked about possible copyright violations with the button maker behind the desk.
  - b. Stan Reczek sent a review of 2 of the Universal Class classes he had taken.
6. Director's Report – Sheryl Bass
  - a. See printed Director's Report
  - b. Corona virus – best practices
    - i. Non-essential toys and equipment have been removed from the Children's Area.
    - ii. If the library were forced to close, someone would still need to come in and process holds, empty the book drop.

1. Library Director Bass plans to do those tasks herself if the building were forced to close.
  - iii. Trustee Carolyn Singer asked Library Director Bass to remind staff not to come in if they are feeling sick.
    1. Trustee Carolyn Singer also suggested that the library staff send an email to patrons letting them know what steps the library is taking to protect against Coronavirus.
  - iv. Trustee Susan Roman suggested having disinfecting wipes at each computer station
  - v. Trustee-Elect Robin Glasser asked if it would be possible to wipe down book jackets as books are returned.
    1. Library Director Bass said that would not be possible.
    2. Some wipes are not good for the books themselves
  - c. ALA thinks Durham's service area is larger than it is and wants to charge \$500 for an institutional membership. Library Director Bass expected to pay \$300.
    1. Director Bass has decided not to pursue an institutional membership and use the money for something else
    2. The Trustees agreed
7. Trustee Carolyn Singer pressed Director Bass to encourage other library staff to attend ALA meetings.
8. Friends' Report - Nancy Schieb
  - a. Looking for new ways to recruit new Friends
  - b. **SAVE THE DATE: FRIDAY, APRIL 24 at 5:00 Trustees/Friends/Staff party**
9. Treasurer's Report for February 2020 – Anne Knight
  - a. See printed Treasurer's Report
  - b. Susan Roman made a motion to accept unanticipated revenues of \$475.65. Carolyn Singer seconded. All were in favor. Motion passed.
  - c. Erik Waddell joined the meeting at 7:44 p.m.
    - i. Alternate Martie Gooze was un-appointed as a voting trustee.
  - d. The Board directed Treasurer Knight to take the expenses for the Annual Appeal Plus Other Fundraising costs from the sub-account Unrestricted Operations (2872).
  - e. No expenditures to approve for February.
  - f. Set Board meeting date to accept the Annual Fund money
    - i. Chairwoman Ramsay proposed that the date be April 22<sup>nd</sup> at 7:00 p.m.
    - ii. Carolyn Singer made a motion to set the date the public hearing to accept and cite the purposes for accepting the annual appeal money as April 22<sup>nd</sup>, 2020 at 7:00 p.m. Susan Roman seconded. All were in favor. Motion passed.
10. Old Business
  - a. Discuss and vote on Conflict Management and Resolution Guidelines as recommended by the Friends-Trustees Task Force and approved by Friends  
3/4/20

- i. Susan Roman made a motion to accept the Conflict Management and Resolution Guidelines as proposed on 2/26/2020. Nancy Webb seconded. All were in favor. Motion passed.

#### 11. New Business

- a. Using Zoom to allow people to attend/observe BOT Meetings from a distance.
  - i. There was general consensus among the board that the Heritage Room should be set up for video conferencing
  - ii. The Trustees asked the IT Committee to investigate whether to invest in Zoom or other video conferencing technology.
- b. Change date of April 8 Board Meeting (first night of Passover)
  - i. Carolyn Singer made a motion to change the April 8 Board Meeting to Wednesday, April 1, 2020. Andrew Sharp seconded. All were in favor. Motion passed.
- c. 3-D Printer Policy review
  - i. The Trustees asked Library Director Bass to research whether the library can forbid firearms from being brought into the building.
- d. Informal evaluation of the Library Director--- how best to conduct
  - i. Chairwoman Ramsay distributed an evaluation form and asked Trustees to respond to Chairwoman Ramsay or Vice Chair Erik Waddell by close of business on March 18, 2020.
- e. Discuss purchase of new scanners, so bar codes on phones can be read
  - i. To accommodate patrons who do not want to carry their card, Library Director Bass and Vice Chair Erik Waddell investigated new scanners that could work with phone screens. They found a Honeywell scanner that costs \$94.00 each.
  - ii. Erik Waddell made a motion to authorize Director Sheryl Bass to purchase six new Honeywell scanner. Susan Roman seconded. All were in favor. Motion passed.
- f. Preliminary discussion of how we want to conduct development of Library Strategic Plan
  - i. The trustees and Director Bass discussed where to find members for the steering committee.
    - 1. Chairwoman Ramsay asked all Trustees to bring a list of possible members for the steering committee to the meeting March 25.

#### 12. To be discussed at a future meeting

- a. DPL charge for black and white copies
- b. Solar panel information sign

#### 13. ADJOURNMENT

- a. Carolyn Singer made a motion to adjourn. Anne Knight seconded. All were in favor. Motion passed.

Respectfully submitted by Andrew Sharp