

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, September 25, 2019
6:45 pm
DPL Heritage Room

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

Absent: Nancy Webb, Anne Knight

Board Alternates: Karen Hilton, Robin Glasser, Martie Gooze

Observers/Guests: Susan Herhold

Library Staff: Interim Library Director Susan Wagner

- 1) The meeting was called to order by Chair Charlotte Ramsay at 6:45 p.m.
- 2) Charlotte Ramsay appointed Robin Glasser to act as a voting trustee in place of Nancy Webb and also appointed Martie Gooze to act as a voting trustee in place of Anne Knight.
- 3) A motion to approve the agenda was made by Susan Roman and seconded by Martie Gooze. All were in favor. Motion passed with amendments.
- 4) Director's Report
 - a) See printed report
 - i) Susan was able to move some funds from under-used budget lines to more highly used budgets lines, saving \$3100. Otherwise more than the allocated \$20,000 would be needed from the trustees to have a balanced budget for 2020.
 - ii) A motion to approve a \$20,000 contribution from the Board of Trustees to the Durham Public Library budget over and above the town's budgeted amount was made by Charlotte Ramsay and seconded by Susan Roman. All were in favor, the motion passed.
 - b) The board reached consensus that Susan Wagner should be allowed to replace the current Director's iPhone 7 with an iPhone XR. The cost is minimal.
 - c) Carolyn Singer asked Susan Wagner to investigate why the Donate button has stalled in being added to the website.
 - i) Carolyn will contact former Director Rose Bebris to ask where things stood with the Donate button at the time she left.
 - d) A motion was made to decline to house a copy of the voter registry by Carolyn Singer. Erik Waddell seconded. All were in favor, motion passed. The idea is a good one, but the library doesn't have sufficient staff to monitor the registry adequately.

- 5) Old Board Business
 - a) Carolyn Singer suggested having a board near the circulation desk that says something like, “Why I donate to the DPL” and allow patrons to put up a post-it note with why they donate.
 - b) Other ideas such as making sure news about the annual appeal appears in the Friday updates, maybe putting a reminder about annual appeal on library due date receipts and a reminder in courtesy emails were mentioned.
 - c) Erik will look into getting annual appeal letters printed.
 - d) Carolyn recommended having the letters in the mail by November 1, 2019.
 - e) The Board reached consensus to allow Carolyn Singer to make a bulletin board display, “why I donate to the annual fund”.
 - f) A motion was made to authorize Susan Wagner to purchase Mango Languages by Carolyn Singer. Martie Gooze seconded. All were in favor. Motion passed.

- 6) A motion was made by Susan Roman to enter Non-Public Session per RSA 91-A 3;II; a,b,c to review applicants for the Director’s Position. Seconded by Carolyn Singer. All were in favor.
 - a) Entered non-public session at 8:05 p.m.
 - b) A motion was made to come out of non-public session at 8:51 p.m. by Martie Gooze. Seconded by Erik Waddell. All were in favor. Motion passed
 - c) A motion was made by Susan Roman to seal the notes from non-public session, but to note that the board interviewed 5 candidates on 9/20/19 and after discussion chose 2 finalists for library director. Chairwoman Charlotte Ramsay will contact the two candidates to schedule interviews on 10/7 and 10/10. The Board agreed that the 2nd interviews would include meetings with staff, town officials, the Board of Trustees, and with the public. Seconded by Robin Glasser. All were in favor. Motion passed

- 7) A motion was made by Erik Waddell to adjourn the meeting. Martie Gooze seconded. All were in favor. Motion passed. Meeting adjourned at 8:52 p.m.

Respectfully submitted by
Andrew Sharp, Secretary