

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, October 23, 2019  
6:45 pm  
DPL Heritage Room

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

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 Karen Hilton 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 Carolyn Singer
- 3) A motion to approve the agenda was made by Erik Waddell and seconded by Martie Gooze. All were in favor. Motion passed with amendments.
- 4) Approval of Minutes
  - a) Martie Gooze made a motion to approve minutes from 9/11, 9/25 and 10/10. Motion was seconded by Karen Hilton. All were in favor with changes. Motion passed.
- 5) Public Comments/Public Correspondence
  - a) Email from UNH student complimenting Mel Graykin
  - b) Email from Luci Gardner
- 6) Director's Report
  - a) See Director's Report document
    - i) Donations to Jim Beliveau Memorial
      - (1) Will be used to enhance the periodical room – chairs, area carpet
      - (2) Brief discussion of wing chairs and carpet material
    - ii) Building Issues
    - iii) Tech Plan
    - iv) Library Website
    - v) Interlibrary Loan System
    - vi) EV Charger
    - vii) Friends of the Library Reception held on 10/21/19
    - viii) Museum Passes
    - ix) 2019 Annual Report

- 7) Report on the Friends' meeting 10/2/2019 – Susan Herhold
  - a) Last Friends' Meeting was mostly spent talking about relations with the library and how the Friends' Book Group discussions will be publicized
  
- 8) Treasurer's Report for August and September 2019 – Anne Knight
  - a) See handout
  - b) Susan Roman made a motion to accept unanticipated revenue of \$914.64. Andrew seconded. All were in favor. Motion passed.
  - c) Susan Roman made a motion to accept expenses in the amount of \$769.28. Martie seconded. All were in favor. Motion passed.
  - d) Erik Waddell asked about raising the prices of black and white copies and eliminating late fees. Chairwoman Charlotte Ramsay acknowledged the worthiness of those topics, but decided to address them later.
  
- 9) Old Business
  - a) Annual Appeal Letter
    - i) There will be 274 letters sent plus any new people we add to the list
    - ii) Consensus reached to allow Erik Waddell to change the annual appeal letter to make it appropriate for people who have not given in the past.
    - iii) Erik asked trustees to suggest people to receive an appeal letter. He asked that trustees provide a salutation, name and address.
    - iv) There will be an addressing party November 6, 2019 at 7:00 p.m. in the Heritage Room.
  - b) Holiday Schedule for 2020
    - i) Susan Roman made a motion to accept the proposed library holiday schedule for 2020, except for Saturday, November 28, 2020. Karen Hilton seconded. All were in favor. Motion passed
    - ii) Staff Training/Development Days will be discussed at a future meeting once the new library director has come on board.
    - iii) Discussion of whether to close on Saturday, November 28, 2020 will be discussed at a future meeting once the new library director has come on board.
  - c) Review YTD spending vs 2019 Budget
    - i) Susan Wagner noted that the item Technology-Library shows the funds as being available even though they are in the process of being spent.
  
- 10) New Business
  - a) Relations with the Friends of the DPL
    - i) Susan Wagner clarified that there is no public relations policy – in the absence of a policy the library has been following the policy for room-booking.
    - ii) The officers of the Friends have proposed a meeting between the Trustees and the Friends to establish trust and good will.
    - iii) Susan Herhold shared some frustrations that the Friends have had; including placement of their fliers and brochures.

- iv) Chairwoman Ramsay and Vice Chair Waddell agreed that a meeting with the new director, the Friends' Officers and Trustees is a good idea.
  - b) [BoardoftrusteesDPL@gmail.com](mailto:BoardoftrusteesDPL@gmail.com) is the new trustees' generic email
  - c) Non-Public Session
    - i) Andrew Sharp moved to go into non-Public Session per RSA 91-A 3; II:a,b, to discuss the new director's contract. Susan Roman seconded. All were in favor. Motion passed.
    - ii) Martie Gooze made a motion to leave non-Public Session. Susan Roman seconded. All were in favor. Motion passed
    - iii) Susan Roman made a motion to approve the contract for the incoming Library Director. Martie Gooze seconded. All were in favor. Motion passed.
- 11) Adjournment
- a) Martie Gooze made a motion to adjourn. Karen Hilton seconded. All were in favor. Motion passed. Meeting adjourned at 9:27 p.m.

Respectfully submitted  
Andrew Sharp, Secretary