

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, July 8, 2020
6:45 pm
Held via Zoom

In attendance: Andrew Sharp, Charlotte Ramsay, Erik Waddell, Robin Glasser, Carolyn Singer, Anne Knight, Nancy Webb

Alternate: Martie Gooze

Observers/Guests: Susan Herhold

Library Staff: Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:45 p.m.

2. Approval of meeting agenda
 - a. Anne Knight made a motion to accept the agenda. Nancy Webb Seconded.
 - i. All 7 Trustees voted yes.
 - ii. Motion passed

3. Approval of minutes (6/10/2020)
 - a. Anne Knight made a motion to accept the minutes. Nancy Webb seconded.
 - i. All 7 Trustees voted Yes.
 - ii. Motion passed

4. Public Comments/Public Correspondence
 - a. Phone call 1: Resident across the street from library called with questions about the library's property boundaries. Sheryl referred her to Town Planner Michael Berendt's Office.
 - b. Phone call 2: Man called with very specific questions about how the library will be protecting patrons from infection once students return.
 - c. Letter from young patron saying, "Thank you for giving us books. We love you."

5. Friends' Report – Susan Herhold
 - a. Last two meetings cancelled.
 - b. Talking about membership drive.
 - c. Zoom meeting for membership

- d. Stan Reczek has announced he can no longer be secretary. Beth Newkirk will act as secretary until a replacement can be found. She will be treasurer and acting secretary.
6. Treasurer's Report for June 2020 – Anne Knight
- a. See printed report
 - b. Anne, Sheryl, Charlotte and Robin met to discuss how best to track expenses and how to deal with money in the Restricted General Fund.
 - c. Recommendation re tracking spending: Most invoices will be paid by the Town.
 - i. However, all expenses related to the Annual Appeal will be paid directly by the Trustees, as will purchases made with special donations (such as gifts in memory of a deceased person).
 - ii. The Director and Board Treasurer shall have the authority to jointly decide whether a particular expense will be paid by the Trustees or by the Town.
 - d. Robin Glasser made a motion to allow the Board Treasurer and Library Director to have the authority to jointly decide whether a particular expense will be paid for by the Library or by the town.
 - i. All 7 Trustees voted yes.
 - ii. Motion Passed.
 - e. Nancy Webb made a motion to accept the Treasurer's report. Carolyn Singer seconded.
 - i. All 7 Trustees voted Yes.
 - ii. Motion passed.
7. Director's Report
- a. How Phase II of re-opening is going
 - i. Going well. Most mask-less patrons have accepted masks when asked.
 - ii. Patrons getting used to traffic pattern. Most patrons are respectful of new rules.
 - b. Kanopy and Hoopla subscriptions – usage levels
 - i. Slow increase. Hoopla: 98 patrons have registered
 - ii. Kanopy: 16 users; a few power users
 - c. Website traffic has increased 36% since May
 - i. Reaching 200-300 families each day by social media.
 - d. 270 adults and 130 children participating in Summer Reading Program
 - i. Virtual programs have been well attended
 - e. Quarterly review of 2020 budget and tracking expenditures
 - i. 49.8% of town allocation has been spent
 - f. Staff are all healthy
 - g. Hiring of Technology Assistant – progress report
 - i. Posting ends 7/30/2020
 - ii. One highly qualified applicant so far. One highly qualified applicant expected soon. Director expects at least a couple more applications as deadline approaches.

8. Report from Technology Committee – Erik Waddell, Anne Knight, and Library Director Sheryl Bass
 - a. Director was tasked to find install dates for self-checkout machine and patron computers
 - b. Need to develop a full inventory of equipment library owns
 - c. Discussed adding tablets in children’s area (instead of computers)
 - i. Library Director tasked with discussing this with Children’s Librarian
 - d. Need to replace projectors, especially Oyster River Room

9. Approval of planting redbud tree on the Library grounds in honor of Bill Schoonmaker as per his family’s request
 - a. Carolyn Singer made a motion to approve the planting of a redbud tree in honor of Bill Schoonmaker. Andrew Sharp seconded.
 - i. All voted yes.
 - ii. Motion passed.
 - b. Discussion of ways we might use donations given in Bill’s memory.
 - i. Sheryl suggested having a small business resource center.

10. Discussion on how to handle the collection of monies owed for lost Library items.
 - a. The trustees agreed that the library director should look into allowing patrons to use credit cards to pay for lost materials.
 - b. Trustees recommended that the library director develop a regular process for informing patrons of lost items and requesting reimbursement. Library Director will develop a policy for Trustees to approve.
 - c. Trustee Robin Glasser encouraged the director not to use a collection agency until a process had been put in place.
 - d.

11. Non-Public Session per RSA 91-A:3, II(a) if needed (to discuss Director evaluation)
 - a. Not needed.
 - b. Carolyn Singer made a motion to approve the 6-month evaluation as written. Robyn Glasser seconded.
 - c. All voted yes.
 - d. Motion passed.

14. Library Director asked Trustees to start thinking about what Step 2 of re-opening looks like.

15. ADJOURNMENT
 - a. Carolyn Singer made a motion to adjourn. Erik Waddell seconded.
 - i. All voted yes.
 - ii. Motion passed.
 - iii. Meeting adjourned at 8:32 p.m.

Next Board Meetings:

Wednesday, August 12, 2020

Wednesday, September 9, 2020

Respectfully submitted by Andrew Sharp