

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, August 12, 2020
6:45 pm
Via Zoom

In attendance: Trustees Robin Glasser, Nancy Webb, Charlotte Ramsay, Anne Knight, Andrew Sharp, Erik Waddell. Alternate Trustee Martie Gooze.

Absent: Trustee Carolyn Singer

Observers/Guests: Susan Herhold

Library Staff: DPL Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:45 p.m.
2. Chairwoman Charlotte Ramsay appointed Martie Gooze to act as a voting trustee in place of Carolyn Singer.
3. Approval of meeting agenda
 - a. Martie Gooze made a motion to approve the meeting agenda. Anne Knight seconded. All were in favor. Motion passed.
4. Approval of minutes (07/08/2020)
 - a. Anne Knight made a motion to approve the minutes submitted by Andrew Sharp as amended. Nancy Webb seconded. All were in favor. Motion passed with amendments.
5. Public Comments/Public Correspondence
 - a. None
6. Friends' Report – Susan Herhold
 - a. Friends met to discuss how to increase members on executive board.
 - b. Have invited Friends to the next meeting who have been identified as members who may be interested in having an increased role with the Friends
 - c. Still no secretary, so the Treasurer continues to act as Secretary.
7. Treasurer's Report for July 2020
 - a. See written report
 - b. Erik Waddell made a motion to accept unanticipated revenue of \$112.89. Martie Gooze seconded. All were in favor. Motion passed unanimously

- c. Nancy Webb made a motion to accept expenditures of \$199.00. Seconded by Erik Waddell. All were in favor, motion passed unanimously.
- d. Erik Waddell volunteered to go through meeting minutes and treasurer's reports to see if he could track expenditures from the Restricted General Fund. About \$18,000 is unaccounted for.

8. Director's Report

- a. See written Director's Report
- b. Sheryl Bass was informed by DPW that a company called EME will come by soon to evaluate airflow inside the library building.
- c. How Phase II of re-opening is going
 - i. No resistance from patrons to wearing masks.
 - ii. Still a high use of contactless pick-up
 - iii. Overall, going great.
- d. Inter-Library Loan has been shut down since start of pandemic and DPL has 180+ items out that have not been returned.
 - i. Some materials started to arrive on 08/12/2020
- e. DPL has begun to cooperate further with Lee and Madbury libraries. All 3 towns now show on the catalog when patrons search for materials.
- f. Summer Reading has gone about as well as it possibly could have given the circumstances
- g. Presentations and activities will remain virtual until at least October
- h. Sheryl Bass reported that boys have been particularly active with virtual activities. She is very pleased with this, as libraries struggle to engage boys.
- i. Kanopy and Hoopla subscriptions – usage levels
 - i. Small, but steady increase in both Kanopy and Hoopla
 - ii. Sheryl is not worried about spending too much on either service
 - iii. Susan Herhold shared that it is frustrating that Hoopla doesn't allow patrons to sample a book before committing one of the 6 checkouts to a book
 - iv. 12,895 titles circulated on Libby.
- j. DPL is about 8% behind on spending the annual budget for a variety of reasons.
 - i. Will be on-track soon. Will spend full budget by the end of the year.
- k. Hiring of Technology Assistant – Hiring recommendation
 - i. 2 excellent applications
 - ii. Recommended that DPL hire Nick Gagnon for 15 hours/week as Library Assistant for Emerging Technologies. Will start 8/31/20 @ \$18.00/hour.
 - iii. Robin Glasser made a motion to accept the Library Director's recommendation. Anne Knight seconded. All voted yes. Motion passed unanimously.
- l. Sheryl Bass requested that the library be allowed to re-hire the UNH Page Isabella Couto with the understanding that she would work mostly at times when the library was closed, and she would have limited contact with patrons
 - i. Robin Glasser made a motion to accept the Library Director's request to hire Isabella Couto as the UNH Page. Martie Gooze seconded. All voted yes. Motion passed unanimously.

9. Discussion of library operations for September and October 2020
 - a. The Board had consensus that it was a good idea to stay with Phase II , Step 1 until the October 14th DPL Board meeting. We'll evaluate any next steps then.
10. Discussion of Covid-19 Response Plan
 - a. Library Director Sheryl Bass sought feedback from the Trustees on a written policy about how to respond if employees or patrons contract Covid-19.
 - b. Trustee Anne Knight and Chairwoman Charlotte Ramsay both asked Sheryl to share a copy of the policy for Trustees to review. It will be discussed and voted on at the 9/9/20 Board meeting.
11. Discussion of possible Capital Improvement Projects – 9 year plan
 - a. Landscaping
 - b. Heritage Room
 - i. LED screen for Heritage Room
 - c. Outdoor Story Time area
 - d. Other?
 - e. Erik Waddell (then echoed by Robin Glasser) suggested that Capital Improvements should be guided by the strategic plan
 - f. Sheryl Bass will talk with Town Business Manager Gail Jablonski about what kinds of projects the town will cover.
12. Planting of redbud tree on the Library grounds in honor of Bill Schoonmaker.
 - a. Proceeding with planting the redbud trees
 - b. Discussion of ways we might use donations given in Bill's memory
 - i. Sheryl Bass still thinks that a small business resource center would be a good idea, but had no further specific ideas as of this meeting.
13. Report from Technology Committee—recommended purchases
 - a. Has not had a chance to meet with Luke (who is very busy right now)
 - b. Most of DPL's public computers are Windows 7, which means that they are not supported. Computers need to be upgraded to Windows 10
14. Erik Waddell pointed out that on the Town of Durham's website, Judy Haskell, interim director, is listed as the contact person for the library. Needs updating!
15. ADJOURNMENT
 - a. Robin Glasser made a motion to adjourn. Erik Waddell seconded. All voted yes. Motion passed. Meeting adjourned at 8:37 p.m.

Next Board Meetings:

Wednesday, September 9, 2020

Wednesday, October 14, 2020

Respectfully submitted by Andrew Sharp