

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, January 13, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Charlotte Ramsay, Susan Wagner, Robin Glasser, Stan Reczek, Andrew Sharp,

Absent: Erik Waddell, Martie Gooze

Board Alternates: Lai Lai Jenkins,

Observers/Guests: Ruth Koval, Strategic Plan Consultant

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:52 p.m.
2. Chairwoman Charlotte Ramsay named Lai Lai Jenkins a voting Trustee in place of Martie Gooze.
3. Approval of meeting agenda.
 - a. Stan Reczek made a motion to approve the agenda. Lai Lai Jenkins seconded. All were in favor. Motion Passed.
4. Discussion of the draft DPL Strategic Plan facilitated by Ruth Koval
 - a. (Vote on adoption of DPL Strategic Plan will be at a special meeting 1/27/22)
 - i. See Durham Public Library Strategic Plan document
 - ii. Ruth and Sheryl gave a brief overview of the strategic plan
 - iii. Sheryl Bass said that she believed the library needed a statement of values, but that should be developed later by the trustees.
 - iv. Robin Glasser and Stan Reczek both commented on the great work that Sheryl did on the strategic plan.
 - v. Sheryl commented on the importance on reaching consensus on the strategic plan. That is very important in formulating an action plan and an operational plan.
 - vi. Consensus and momentum are important at this point.
 - vii. Ruth expressed that it's important for the Trustees, Staff and Friends of the Library to have a united front in promoting the strategic plan.
5. Approval of minutes (12/09/21)
 - a. Robin made a motion to approve the minutes. Stan seconded. All were in favor. Motion passed with correction.
 - i. Susan noted a question about the source of funding in item 8c. Will come from Trustees Professional Development fund.
6. Public comments/Public Correspondence
 - a. None to share

7. Friends' Report – Beth Newkirk
 - a. The Friends Annual Meeting is on 1/26/2022 at 11:00 a.m.
8. Treasurer's Report for December 2021—Erik Waddell
 - a. See Treasurer's report
 - b. Susan Wagner made a motion to accept the Treasurer's Report. Lai Lai Jenkins seconded. All were in favor. Motion passed.
 - c. Brief discussion on best ways for a supporter of the library to give a donation both to the annual appeal and to the fund in memory of Nicole Moore.
 - d. Annual Appeal results to date
 - i. Treasurer not present, no results reported.
9. Director's Report –Sheryl Bass
 - a. See Library Director's Report
 - i. Summer reading program is getting started. Looks really good.
 - ii. Howard Mansfield will visit the library this summer. He is the husband of Sy Montgomery, a popular New Hampshire author.
 - b. Building issues: Lighting
 - i. Ballasts are wearing out and replacements are difficult to find. Sheryl Bass thinks that a re-lamping project is in order. Researching and pricing right now. Will have an action item at next Trustees meeting.
 - c. Garden Club request
 - i. Garden Club is disbanding after 100 years due to low participation. Would like to make a donation to commemorate the club. Sheryl is discussing options.
 - d. Discussion of re-painting Oyster River room and mitigating sound of air flow in the Oyster River room.
10. Personnel Committee
 - a. Review the plan for the Board evaluation of the Library Director and the schedule for completion. Evaluation to be discussed and voted on at a Special Board meeting January 27, 2022.
 - i. Robin asked if anyone had suggestions or changes to the evaluation that will be used.
 - A. Stan Reczek suggested a few changes:
 - a. Add question on fostering relations with other libraries
 - b. Edit board relations question to reflect guidance she offers to the board on policies
 - c. Add a question about managing workload and work/life balance
 - d. Stan will email thoughts/suggestions to Robin. Susan will also send suggestions/edits.
11. Review of the 2021 Goals for the Library Director – Sheryl
 - a. Goal: analyze and manage budget. Understands that we must spend the budget at a certain level, but also was reluctant to purchase items that weren't needed just to expend the budget at a certain level.
 - b. Irvin money for the collection was spent.
 - c. Review and do cost analysis with vendors. Feels she didn't get to dig into this as much as she wanted due to time constraints.
 - i. Didn't feel she needed to do this with office suppliers.
 - ii. Feels like we should re-consider the photocopier contract.

- d. Work with financial planning committee to identify projects to pursue in 2021
 - i. Worked with multiple committees and found several worthy projects
- e. Work with personnel and policy committee to review policies.
 - i. Feels that she's done well with this.
- f. Implement 3rd year of current technology plan
 - i. Did it! Old plan has been fully executed and implemented.
- g. Review job descriptions
 - i. Felt that the personnel policy review took precedent and did not get a chance to review job descriptions in 2021.
- h. Strategic plan
 - i. Surpassed the goal of "good progress." Plan to be voted on 1/27/22.
- i. Other achievements
 - i. Continuing to run the library at a high level
 - ii. Expanded circulation
 - iii. Created new relationships, especially with Riverwoods and Bagdad Woods.

12. Finance & Technology Committee: Review of the proposed 2022-24 Technology Plan. (Vote on approval at the 1/27/22 meeting.)

13. Adjournment

- a. Lai Lai Jenkins made a motion to adjourn. Stan seconded. All were in favor. Motion passed.

Future meetings 2nd Thursday of each month 6:45 pm. Special meeting January 27, 2022; February 10, 2022; March 10, 2022; April 14, 2022; May 12, 2022 ; June 9, 2022

Respectfully submitted by Andrew Sharp