

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, December 9, 2020
6:45 pm
Meeting Held by Zoom

In Attendance: Charlotte Ramsay, Andrew Sharp, Anne Knight, Erik Waddell, Nancy Webb, Robin Glasser

Absent: Carolyn Singer

Board Alternates: Stan Reczek, Nicole Cardwell, Martie Gooze

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
 - a) The meeting was called to order by Chair Charlotte Ramsay at 6:48 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - a) Charlotte Ramsay appointed Nicole Cardwell to act as a voting trustee in place of Carolyn Singer.
- 3) Approval of Meeting Agenda
 - a) A motion to approve the agenda was made by Robin Glasser and seconded by Erik Waddell. All were in favor. Motion passed.
- 4) Approval of Minutes
 - a) Robin Glasser made a motion to approve the minutes, seconded by Nancy Webb. All were in favor. Motion passed with amendments.
- 5) Public Comments/Public Correspondence
 - a) During the Town Council's budget hearing November 30, 2020, Diana Carroll praised the library and the services it has provided.
- 6) Friends Report
 - a) Annual meeting scheduled for 1/20/2021 at 1:00 p.m. via Zoom.
 - i) Vision for 2021
 - ii) Spending plan
 - iii) Nominations for officers
 - iv) Treasurer's report
 - v) Director's Report
 - b) Annual breakfast for staff will be replaced by a personalized thank you letter and a small gift.
 - c) Next meeting 12/14 at 1:00 p.m.
 - d) PayPal button for Friends membership is now operational.
- 7) Treasurer's Report for November 2020 – Anne Knight
 - a) Annual Appeal results to date
 - i) \$6575.00 as of 11/30/2020

- b) Nicole Cardwell made a motion to accept unanticipated revenues of \$180.20. Erik Waddell seconded. All were in favor. Motion passed.
- c) Erik Waddell made a motion approve the Treasurer's report with noted PayPal amendment. Nancy Web seconded. All were in favor. Motion passed.
 - i) Anne Knight will add a line under expenditures for PayPal transaction fee (\$35.63 to date)
- d) Discussion and vote on transfer of Prior Year Annual Appeal monies to Facilities Fund and/or Unrestricted Operations Fund as per treasurers' recommendation.
 - i) Erik Waddell made a motion to move \$30,000 into unrestricted operations from Prior Year Annual Appeal. Nicole Cardwell seconded. All were in favor. Motion passed.
- e) Arrangements for Erik Waddell to have authority to sign checks –not finalized yet.

8) Director's Report

- a. December is typically a slow month for libraries.
 - a. Building upkeep is going well.
 - b. Durham, Lee and Madbury Libraries jointly sponsored a puppet presentation on Saturday, 12/5/2020
 - c. Digital resources continue to be heavily used, especially Hoopla, with heavy use of audio books.
 - d. Staff evaluations going on during December.
 - e. Humanities Council virtual presentations going well.
 - f. Hot Spots should be in place by the end of December
 - g. Zendesk being is being piloted by Nick and Sheryl Bass.
 - h. At end of December 2020, 98% of budget will be expended.
- b. Update on proposed 2021 Library Budget from Town Council meeting 11-30-20
 - a. Town Council reached consensus that the library should be fully funded.
- c. Technology update
 - a. Stan Reczek expressed interest in learning more about trends in use of electronic resources. Was pleased to hear that use of Hoopla is being noted and wants to hear more about that.
- d. Staff continues to be healthy and continues responding with incredible creativity and energy.

9) Library of Things – conversation with Amy Goldberg

- a) Sheryl Bass and Nicole Cardwell met with Amy Goldberg, a Durham resident, to work together to deliver the Library of Things.
- b) Amy Goldberg is a Social Venture Innovation Challenge winner
- c) Nicole thought there should be 2 options:
 - i) Library pays fee to Amy Goldberg to access her library of things collection
 - (1) Amy Goldberg's collection housed or partly housed in DPL
 - ii) Library starts its own library of things collection
- d) Martie Gooze expressed concern over liability for things loaned out.
- e) The Board reached consensus that a library of things is a possibility that should be pursued.

10) Chair Report

- a) The Chair wanted to find out if Trustees would be available for a second board meeting on January 27th at 6:45 p.m.
 - i) All trustees present said they would be available.

11) Policies

- a. Changes to laptop borrowing policy
 - a. Sheryl Bass reviewed the policy with the trustees

- b. Erik Waddell made a motion to accept the laptop policy as revised. Anne Knight seconded. All were in favor. Motion passed.
- b. Review of Hotspot policy and updated laptop policy.
 - a. Nearly identical to laptop policy; same lending periods, reserve times, etc.
 - b. Sheryl will revise the policy based on feedback from Trustees and send to Trustees for vote at first January Trustees meeting.
- c. Amend DPL Pandemic Response Policy to align with Town's
 - a. Sheryl recommended that the library let the Town's policy supersede the Library's.
 - b. The two policies are very similar
 - c. Erik Waddell made a motion to replace the Library's policy with the town of Durham's policy about isolation quarantine and return to work for staff. Nicole Cardwell seconded. All were in favor. Motion passed.

12) Discussion and vote on staff holiday bonuses.

- a) Nancy Webb made a motion to give a \$100 bonus to each paid member of the library staff. Erik Waddell seconded. All were in favor. Motion passed.

13) Discussion of how the Board will evaluate the Director

- a) Subcommittee of Charlotte, Erik, and Robin will organize.
 - i) Trustees and alternate trustees will complete the evaluation on Survey Monkey based on ALA recommended guidelines for evaluating library directors. Questions to be approved at the January 13th meeting.

14) Robin Glasser and Sheryl Bass: Update on the 2020-21 Annual Appeal

- a) Sheryl got literature about Annual Appeal over to Riverwoods before Thanksgiving, so they were probably distributed late November/early December.

15) Adjournment

- a) **Erik Waddell made a motion to adjourn. Robin Glasser seconded. All were in favor. Motion passed. Meeting adjourned at 8:45 p.m.**

Respectfully submitted by Andrew Sharp

Future DPL Board Meetings (via zoom) Wednesday, January 13, 2021 Wednesday, January 27, 2021 Wednesday, February 10, 2021 Wednesday, March 10, 2021
