

Durham Public Library  
Board of Trustees Meeting Minutes  
Thursday, August 11, 2022  
6:45 pm  
Oyster River Room of Durham Public Library

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In Attendance: Nancy Lambert, Charlotte Ramsay, Robin Glasser, Andrew Sharp, Martie Gooze

Absent: Susan Wagner, Lai Lai Jenkins, Erik Waddell

Board Alternates: Kim Sweetman, Kam Damtoft (joined remotely)

Observers/Guests: Mary-Lou Campbell

Library Staff: Sheryl Bass – Library Director

1. Call to order
  - a. Chairwoman Robin Glasser called the meeting to order at 6:47 p.m.
    - i. Board agrees to allow Trustees to vote remotely.
    - ii. A quorum of 5 must be physically present.
2. Chair Appointment of Alternate Trustee to serve as voting member
  - a. Chairwoman Robin Glasser appointed Kim Sweetman to serve as a voting member in place of Erik Waddell
  - b. Chairwoman Robin Glasser appointed Kam Damtoft to serve as a voting member in place of Susan Wagner
3. Approval of meeting agenda.
  - a. Kim Sweetman made a motion to approve the meeting agenda. Nancy Lambert seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
  - a. Sheryl Bass read 2 letters praising Mel Graykin and Andy Clarke for excellent service.
5. Approval of minutes from June 9, 2022
  - a. Charlotte Ramsay made a motion to approve the minutes from June 9. Martie Gooze seconded. All were in favor. Motion passed with an amendment.
6. Friends' Report – Mary-Lou Campbell
  - a. Friends book sale will take place September 23<sup>rd</sup> and 24<sup>th</sup> in Oyster River Room, pending executive committee approval.
  - b. Cookie sales going well.
7. Treasurer's Report for June, 2022 and July 2022 —Erik Waddell
  - a. Report deferred, Treasurer absent.
8. Director's Report –Sheryl Bass
  - a. See Director's Report. Action items from Director's report:

- b. Carroll donation of \$1,000 for framing miniature paintings; request additional \$350 to complete project
  - i. Robin Glasser made a motion to fund the remaining \$350 for the project, with funds to be taken from the Trustees Unrestricted funds account. Martie Gooze seconded the motion. All were in favor. Motion passed.
- c. Extending Wednesday hours to 8pm effective Sept. 12
  - i. Charlotte Ramsay made motion to extend hours to 8 p.m. on Wednesday, effective September 12. Martie Gooze seconded the motion. All were in favor. Motion passed.
- d. The Board reached consensus that the library director should investigate purchasing dehumidifiers for the basement.

9. Discussion of Proposed 2023 Operating Budget.

- a. Library has been directed to have no increase in the budget.
- b. Sheryl shared parts of the budget that would have increases and also shared 2 options for decreases. Sheryl asked the trustees if there was an option for decreases that the trustees preferred. The trustees showed consensus that Sheryl should pursue the option that seems best to her. The trustees reached consensus on supporting the budget that the library director shared.

10. Update from Personnel/Policy Committee

- a. Change title of Emerging Technology Assistant to Library Technologist
  - i. Charlotte Ramsay made a motion to change Andrew Clarke's position title to Library Technologist. Kim Sweetman seconded the motion. All were in favor. Motion passed.
- b. Approval of Professional Development funds for Andrew Clark
  - i. Charlotte Ramsay made a motion to accept Andrew Clarke's application for professional development funds of \$1422.00 to be taken from the restricted professional development line. Robin Glasser seconded the motion. All were in favor. Motion passed.
- c. Rescinding stand-alone technology policies and user agreements that now fall under the umbrella of Library of Things policy.
  - i. Charlotte Ramsay made a motion to accept the policy as proposed with the amendment of removing language that the library may contact the police after 4 days. Robin Glasser seconded the motion. All were in favor. The motion passed.
  - ii. Bulletin Board Policy, revision.
    - A. Charlotte Ramsay made a motion to accept the bulletin board policy as presented by Sheryl. Martie Gooze seconded the motion. All were in favor. Motion passed.

12. Update from Finance & Technology Committee  
Executing Technology plan

11. Appointment of ad hoc Annual Appeal Committee

- a. Kam Damtoft will work on the annual appeal committee.
- b. Nancy Lambert offered to work with Kam Damtoft on drafting the annual appeal letter.

12. Adjournment

- a. Martie Gooze made a motion to adjourn. Charlotte Ramsay seconded the motion. All were in favor. Motion passed.

Future meetings 2<sup>nd</sup> Thursday of each month **6:45 pm**. September 8, 2022 ; October 13, Nov. 10, Dec. 8, 2022.

Respectfully submitted,

Andrew Sharp  
Secretary, pro tem