

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
Wednesday, May 10, 2023  
6:45 PM  
Oyster River Room of Durham Public Library

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In Attendance: Robin Glasser, Charlotte Ramsay, Andrew Sharp, Kim Sweetman, Erik Waddell, Susan Wagner (via Zoom)

Board Alternates: Martie Gooze, Callie Langton

Absent: Rand O'Brien

Observers/Guests: Nancy Schieb (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Chair Robin Glasser called the meeting to order at 6:47 PM.
  - a. Board agrees to allow Trustees to vote remotely. A quorum of 5 must be physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. Chair Robin Glasser appointed Alternate Trustee Callie Langton as a voting Trustee in Rand O'Brien's absence.
3. Approval of meeting agenda
  - a. Charlotte Ramsay moved to approve the meeting agenda, as amended below. Kim Sweetman seconded. All were in favor. Motion passed.
    - i. Agenda was amended under Personnel & Policy Committee to include the discussion of a staff member resignation.
4. Chair Robin Glasser welcomed Callie Langton as an Alternate Trustee, and Nancy Schieb as the Friends Liaison.
5. No public comment or public correspondence was received since the previous Trustees meeting.
6. Approval of April 13, 2023 Meeting Minutes
  - a. Charlotte Ramsay moved to approve the minutes, as amended below. Andrew Sharp seconded. All were in favor. Motion passed.

- i. #2 on page 1 – the reason for no Alternate Trustee appointment was because all Trustees were present.
  - ii. #7.a - spelling of Lynn Aber.
- 7. Friends' Report – Nancy Schieb
  - a. No Friends report this month.
- 8. Director's Report –Sheryl Bass
  - a. See submitted Director's Report. Recently completed noteworthy items include:
    - i. Minor basement flooding due to heavy rains during the first week in May. Staff were able to sufficiently mop the floor. DPW will examine the foundation for any major problems.
    - ii. On Thursday, May 4, visitors from Liberty United volunteered at the Library, cleaning the grounds, weeding, and spreading mulch.
    - iii. The Durham Garden Club bench commemorating one hundred years of existence in Durham was delivered on Wednesday, May 10. DPW will assist in the final positioning and installation of the bench.
    - iv. The joint Lee, Madbury, and Durham April vacation youth dance party on April 27 was a hit with over sixty people in attendance!
    - v. The new Library Technologist, Brennan Malone, started work on May 2.
    - vi. Director Sheryl Bass is participating on the Town Records Retention Committee.
    - vii. Four DPL staff members (Lisa Kleinmann, Kelly Montagano, Susan King, and Sheryl Bass, attended the New Hampshire Library Association (NHLA) conference on May 4 and 5.
    - viii. The Library newsletter, the "Weekly Check-in", was published on the new 'Library Aware' software platform starting Monday, May 8.
    - ix. 2022 Library Statistics were submitted to the State by the April 28 deadline.
  - b. Charlotte Ramsay asked if administrative control of the Library's portion of the Town's email and document storage systems has been restored. No, the entire Town system allows only two personnel to be in control of it, and Town IT staff hold that control.
- 9. Action items from Director's report: Hiring recommendation for 2 substitutes
  - a. Charlotte Ramsay moved to hire Mayr Vernica Prez Turmero and Russell Moore as Substitute Library Assistants at the rate of \$15.00/hr., pending successful reference and background checks. Erik Waddell seconded. All in favor. Motion passed.
- 10. 7:15 PM PUBLIC HEARING on Accepting the 2022-2023 Annual Appeal Funds

- a. Donations greater than \$5,000 require a public meeting, advertised in a local newspaper 7 days in advance, for the Library to accept the funds.
- b. Chair Robin Glasser moved, and Charlotte Ramsay seconded, to begin the public hearing. All in favor. Motion passed. The public hearing opened at 7:15 PM.
- c. VOTE TO Accept \$18,040.78 in 2022-2023 Annual Appeal funds, plus any accrued interest, to be used as outlined in the Annual Appeal letter and in a manner consistent with the Library's mission.
  - i. No public comments were previously received by Director Sheryl Bass, and none were received during the public hearing.
  - ii. Erik Waddell moved to accept the funds. Andrew Sharp seconded. All were in favor. Motion passed.
- d. Chair Robin Glasser moved, and Erik Waddell seconded, to close the public session. The public hearing closed at 7:18 PM.

#### 11. Treasurer's Report — Erik Waddell

- a. VOTE TO MOVE \$20,179.27 from the 2022/2023 Annual Appeal Fund account (plus interest accrued through the end of May) to the Prior Year Annual Appeal account, and \$32,014.42 from the Prior Year Annual Appeal account (plus interest) to the Unrestricted Operations Account.
  - i. Susan Wagner moved to transfer the funds. Kim Sweetman seconded. All were in favor. Motion passed.
  - ii. Chair Robin Glasser moved to authorize Treasurer Erik Waddell to make final payment to the Town in the amount of \$32,994.04 for 2022. Erik Waddell seconded. All in favor. Motion passed.
- b. April Treasurer's Report
  - i. Treasurer Erik Waddell and Sheryl Bass discussed the need to account for certain income as separate line items in the budget so the funds can be used for related expenses.
  - ii. Charlotte Ramsay moved to accept the April Treasurer's Report with changes (below) to the March figures. Chair Robin Glasser seconded. All in favor. Motion passed.
    - 1. Unrestricted donations changed to \$19.40.
    - 2. Other (cash discrepancy) changed to \$25.65.
    - 3. Total additional revenue changed to \$1,925.05.

#### 12. Personnel & Policy Committee – Robin Glasser

- a. Revised Circulation Policy
  - i. Director Sheryl Bass walked the Trustees through the proposed changes to the policy, documented as revision changes at the end of the policy.
    - 1. Discussion of age to obtain a library card without parental permission – age 12 or 14; retained age 12.
    - 2. Further clarification of 3.A., paragraph 6, to read, "Parents may want to consider checking out materials for young children on the

parent's card, as library patron information, including that of small children, is restricted by state law, RSA 201-D:11."

- ii. Chair Robin Glasser moved to accept the revised Circulation Policy, including the above changes. Andrew Sharp seconded. All in favor. Motion passed.

b. Jess Ross's Resignation

- i. Charlotte Ramsay moved to accept Jess Ross's resignation with regret, and thanks for her efforts on the Library's behalf. Erik Waddell seconded. All in favor. Motion passed.
- ii. The Policy & Personnel Committee plans to review the job description in detail prior to permanently filling the position, most likely to begin in August or September. Jess's buyout of \$9,116.60 is considered an "unfunded liability" by the Town. The Town has no funds to cover unfunded liabilities, so it is incumbent upon the Library's budget to cover the expense.
- iii. There was discussion to appoint an Interim Assistant Head of Adult Services at a lower rate, saving some library funds which can be put toward paying the unfunded liability. Sheryl Bass recommended hiring Substitute Library Assistant Audra Lewis for 29 hrs./week.
- iv. Andrew Sharp moved to hire Audra Lewis as Interim Head of Adult Services, contingent upon a positive background check and interview with Trustee representatives, for up to 29 hrs./week, for a minimum of 13 weeks, at \$25/hr. Erik Waddell seconded. All in favor. Motion passed.
- v. Chair Robin Glasser and Kim Sweetman will interview Audra, and Robin Glasser & Sheryl Bass will conduct an exit interview with Jess Ross.

13. Special Projects Committee – Garden

- a. A local master gardener may be willing to assist with the Library's project which may help to lower the cost of the project.
- b. Callie Langton will work with the committee which is now composed of Martie Gooze, Callie Langton, Rand O'Brien, and Erik Waddell.

14. Adjournment

- a. Erik Waddell moved to adjourn the meeting. Andrew Sharp seconded. All in favor. Motion passed. Meeting adjourned at 9:02 PM.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. June 14, July 12, August 9, September 13

Respectfully submitted,

Susan Wagner  
Secretary

