



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | [durhampubliclibrary.org](http://durhampubliclibrary.org)

---

**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, August 9, 2023**  
**6:45 pm**  
**Oyster River Room of Durham Public Library**

---

In Attendance: Robin Glasser, Rand O'Brien, Charlotte Ramsay, Andrew Sharp, Erik Waddell, Susan Wagner

Board Alternates: Martie Gooze, Callie Langton

Absent: Kim Sweetman

Observers/Guests: Nancy Schieb (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to Order.
  - a. Chair Robin Glasser called the meeting to order at 6:46 p.m. All attendees were physically present at the meeting.
2. Chair Appointment of Alternate Trustee to Serve as voting Member
  - a. Chair Robin Glasser appointed Alternate Trustee Callie Langton a voting Trustee in Kim Sweetman's absence.
3. Approval of Meeting Agenda
  - a. Charlotte Ramsay moved to approve the meeting agenda, as amended below. Andrew Sharp seconded. All were in favor. Motion passed.
    - i. Addition of item 9A. Veteran's Day Closing to the agenda.
4. Public Comments/Public Correspondence
  - a. Director Sheryl Bass and Chair Robin Glasser received a letter from Nancy Lambert congratulating the Library for the installation of 2 new EV charging ports.
  - b. A complaint was received about the quality of the cleaning in the Library's public restrooms. The cleaning company will be contacted about it.
5. Approval of July 13, 2023 Meeting Minutes
  - a. Charlotte Ramsay moved to approve the minutes, as amended below. Erik Waddell seconded. All were in favor. Motion passed.

- i. Under the Observers/Guests listing, James Oshima's role (Eagle Scout) was changed to Eagle Scout candidate.
- 6. Friends' Report – Nancy Schieb
  - a. The next Friends meeting will be held on Wednesday, August 16, at 1:30PM at the Library.
- 7. Treasurer's Report for July 2023 — Erik Waddell
  - a. See Treasurer's Report for complete details.
    - i. Facilities Fund amount for July should be listed as \$57,746.81, rather than \$5,746.81. The total of all bank accounts should be \$220,224.29.
    - ii. July CD statements did not arrive in time for the report, so they will be reported in the August report.
  - b. Charlotte Ramsay moved to accept the Treasurer's Report, as amended. Andrew Sharp seconded. All in favor. Motion passed.
- 8. Director's Report –Sheryl Bass
  - a. See Director's Report for complete details. Recently completed noteworthy items include:
    - i. Youth Services staff members Kelly, Susan, and Lisa planned and executed a successful summer reading program!
      - 1. Three hundred and sixty-four youth/families enrolled on the Beanstalk software platform to log reading minutes. Over 160,000 minutes were logged.
      - 2. Programs and events attracted 1,282 patrons.
      - 3. Four to six young adults (age 14 & up) volunteered weekly during the summer.
      - 4. The Find the Winnie the Pooh book character hunt in downtown Durham and online trivia were popular.
      - 5. There were 72 raffle winners. Donations and gift certificates were received from local & regional businesses, including Hop 'n Grind, Big Bean, Sweetened Memories, Wildcat Pizza, Bahmee, Santa's Village, Franz's Food, Bagel Works, Moe's of Durham, Dunkin Donuts, The Juicery, Sea Dogs, Aroma Joe's, Golick's of Barrington and Monkey Mind Escape Rooms.
    - ii. Forty adults participated in the adult summer reading program and read 176 books. Summer concert attendance was affected by the weather. There were 166 attendees for the five concerts. Thanks to the Friends for funding the concerts!
    - iii. The Library Assistant - Programming and Outreach position posting has closed, and interviews are being scheduled for the week of August 14, 2023.
    - iv. Three applications have been received for the Assistant Library Director position, with priority being given to those received before August 18.

- v. The Town IT Department has successfully migrated the Library to the Cloud. They are still working on a few security issues on their end, but the Library has completed all of its tasks.

9. Action Items from Director's Report

- a. Approval of language for new "giving" page
  - i. Following a lively discussion about the contents of a new "giving" page, it was decided to table further discussion until a sub-committee drafts an Annual Appeal letter, but no later than the September 13 Trustees meeting.

9A. Veteran's Day Closing

- a. The Library is currently scheduled to close on Friday, November 10, to commemorate Veteran's Day, and to open on Saturday, November 11. The Library would like to change the schedule to now be open on Friday, November 10, and closed on Saturday, November 11.
- b. Robin Glasser moved to open the Library on Friday, November 10, and to close on Saturday, November 11. Erik Waddell seconded. All in favor. Motion passed.

10. Second Quarter Budget Review

- a. Through just over half of the fiscal year the Library is \$9,903 over budget, primarily due to unanticipated Wages & Benefits unfunded expenses (\$9,094).
- b. The Hoopla digital resource platform is also a major expense, currently \$2,590 over budget. While the Hoopla expense is stable at the rate it is currently being used, there are options available to reduce its usage in order to minimize the deficit.
- c. Director Sheryl Bass mentioned that we may not need to purchase two new computers that are budgeted, saving \$3,588.
- d. There was further discussion about how to possibly adjust line items to cover other current deficits (programming, subscriptions). Director Sheryl Bass will work with the Technology & Finance Committee toward this end.

11. Six-Month Review of Director's Goals

- a. Director Sheryl Bass discussed the status of the Director's 2023 goals. It has been a volatile 6 months with major personnel changes and unanticipated expenses which have required Sheryl's attention. Nevertheless, the Library has completed one of its action items, to implement a new electronic newsletter platform. The additional six action items are in various stages of planning and completion.

12. Discussion of 2023 Annual Appeal Letter – Draft

- a. Callie Langton, Kim Sweetman, and Director Sheryl Bass met to discuss the upcoming Annual Appeal letter. A preliminary draft is in progress. Some of the topics to address include:
  - i. The confusion between Trustees and Friends fundraising.

- ii. Whether to use patron testimonials and/or short videos for social media posting.
- iii. What should be the target fundraising goal?
- iv. Should different letters be sent to different constituent groups?
- v. Include Venmo as well as PayPal payment options?
- vi. Which solicitation methods to use - social media, letters, personal contacts?
- vii. How should donors be recognized - publicize donor names, reception, plaque in Library?
- viii. Organizing the drive - schedule a Trustee letter mailing party, or prepare individual packets for Trustees to annotate and mail from home?
- ix. Create a fundraising schedule by the end of the September 13 Trustee meeting.

13. Adjournment

- a. Andrew Sharp made a motion to adjourn. Charlotte Ramsay seconded. All in favor. Motion passed. Meeting adjourned at 8:46 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month at **6:45 pm**. September 13; October 11; November 8; December 13.

Respectfully submitted,

Susan Wagner  
Secretary