

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, May 8, 2024  
6:45 pm  
Oyster River Room of Durham Public Library

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In Attendance: Robin Glasser, Charlotte Ramsay, Andrew Sharp, Kim Sweetman (arrived at 6:50 p.m.), Erik Waddell, Susan Wagner

Board Alternates Martie Gooze, Beth Newkirk

Absent: Callie Langton

Observers/Guests: Linda Johnson (Friends Liaison); Katherine Gatcomb (prospective Alternate Trustee)

Library Staff: Library Director Sheryl Bass

1. Call to order.
  - a. Chair Robin Glasser called the meeting to order at 6:46 p.m.
    - i. Trustees and Alternates were physically present. No remote participation was necessary.
2. Chair appointment of Alternate Trustees to serve as voting members
  - a. Chair Robin Glasser appointed Alternate Trustee Beth Newkirk a voting Trustee in Callie Langton's absence and Martie Gooze a voting Trustee in Kim Sweetman's absence until she arrived at 6:50 p.m.
3. Welcome to Katherine Gatcomb, prospective Alternate Trustee
  - a. Kat is a graduate of UNH and holds a professional degree in Library Science. She and her husband recently returned to Durham.
4. Approval of meeting agenda
  - a. Charlotte Ramsay moved to approve the meeting agenda, as amended below. Erik Waddell seconded. All were in favor. Motion passed.
    - i. Correction of dates in Public Hearing voting statement "...from 2022/2023 Annual Appeal funds..." to "...from 2023/2024 Annual Appeal funds...".
    - ii. Discussion of 2023 Town invoice, under item 12.

5. Public Comments/Public Correspondence
  - a. Director Sheryl Bass received feedback from a patron who would prefer to have fewer electronics, like the new tablets in the Children's area, available for children.
6. Approval of April 10, 2024 Meeting Minutes
  - a. Andrew Sharp moved to approve the minutes, as presented. Martie Gooze seconded. All were in favor. Motion passed.
7. Friends' Report – Linda Johnson
  - a. April's Friends meeting focused on the spending plan for 2024. Twenty thousand dollars is available for spending.
  - b. The next book donation week is May 20-25.
  - c. There has been discussion of a possible book sale this summer.
  - d. The next Friends meeting is scheduled for Wednesday, May 15, at 1:30 p.m.
8. Treasurer's Report for April 2024 — Erik Waddell
  - a. See Treasurer's Report for complete details
  - b. Kim Sweetman moved to accept the Treasurer's Report, as presented. Charlotte Ramsay seconded. All in favor. Motion passed.
9. Director's Report –Sheryl Bass
  - a. See Director's Report for complete details. Recently completed noteworthy items include:
    - i. Liberty Mutual volunteers, along with DPW organizing, performed a Library property clean-up on May 4. Likewise, the UNH Alpha Tau Omega fraternity assisted with basement clean-up on April 26.
    - ii. Weekly/biweekly programs (Mahjogg, Dungeons & Dragons, Kneedle Knuts, Chess) are attracting solid attendance.
    - iii. A program on April 30 on Black Bear Happenings, presented by the NH Fish & Game Stewards, was well received.
    - iv. A recent Taylor Swift party drew about 80 attendees, and families asked the Library to schedule another party. Families were also grateful that the event was scheduled during spring break. The Ziggity Zag program, presented in conjunction with Lee and Madbury, also had a turnout of about 70 people.
    - v. The Kid Librarian for a Week Program has had very positive feedback from both parents and kids.
    - vi. The Library has spent 33% of its operating budget for 2024.
    - vii. The Library received a NH Charitable Foundation donation from Doris and Manley Irwin in the amount of \$1,000.
    - viii. The 2023 DPL statistics were submitted to the State Library on April 21.

- ix. Sheryl was invited to the Kennedy School of Government to participate in a round table discussion of the foundational role that public libraries play in supporting democracy.

#### 10. Director's Action Items

- a. Juneteenth holiday (Wed, Jun 19, 2024)
  - i. Exempt Town employees only receive Juneteenth as a holiday; not unionized employees. Town Hall will be closed that day. Local schools are out of session, and it is a federal holiday. The question is whether the library should close or stay open.
  - ii. After some discussion Kim Sweetman moved to add Juneteenth to the Library holiday calendar for 2024. Erik seconded. All in favor. Motion passed. The Library will close on June 19, 2024.
- b. Community Bulletin Board
  - i. There is no central location in Durham for folks to post flyers. Director Sheryl Bass suggested that a frame be built under the exterior portico by the bike racks for the public to post flyers. There was discussion of issues surrounding the types of notices that could be posted. The Library's intention is to have it be self-policing by the public. Current Library policy for its bulletin board in the café states, "Authorized use of the Library bulletin board does not constitute an endorsement by the Library of an organization's policy, beliefs or practices". It was felt that this statement would also extend to the exterior board.
  - ii. Charlotte Ramsay moved to create a community bulletin board on a trial basis under the exterior portico by the bike racks, pending the outcome of a discussion with the Town. Andrew Sharp seconded. All in favor. Motion passed.

#### **PUBLIC HEARING 7:15 PM ON ACCEPTING THE 2023-2024 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. The public hearing opened at 7:15 p.m.
- c. VOTE TO ACCEPT \$ 24,824.05 in 2023/2024 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. Charlotte Ramsay moved to accept the 2023/2024 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. Andrew Sharp seconded. All in favor. Motion passed.
  - iii. Erik Waddell commended the Annual Appeal Committee for doing a great job of organizing the appeal.

- d. VOTE TO TRANSFER \$23,071.56 from the 2023/2024 Annual Appeals fund to the Prior Year Annual Appeal Account, plus any accrued interest, and \$ 20,658.48 from the Prior Year Annual Appeal to the Unrestricted Operations Account, plus any accrued interest.
  - i. Erik Waddell moved TO TRANSFER \$ 23,071.56 from the 2023/2024 Annual Appeals fund to the Prior Year Annual Appeal account, plus any accrued interest, and \$ 20,658.48 from the Prior Year Annual Appeal to the Unrestricted Operations account, plus any accrued interest. Kim Sweetman seconded. All in favor. Motion passed.
- e. The public hearing closed at 7:25 p.m.

11. Budget Quarterly Update – Sheryl Bass

- a. See Q1 budget update document for complete details.
  - i. The budget balances are on target, reflecting spending at 33% for the first 4 months of the year.
- b. Town invoice for 2023
  - i. The Library spent \$ 5,885.99 over the Town’s allocated operating budget for 2023. In addition, the Trustees contribution to the Library’s operating budget for 2023 was \$ 24,857.07, and payment is now due to the Town. The total owed to the Town is \$ 30,743.06. Treasurer Erik Waddell will write a check from the Trustees to the Town to cover the total amount.

12. Policy Committee

- a. Credit Card Acceptance Policy
  - i. Susan Wagner moved to approve the proposed Credit Card Acceptance Policy, as presented. Erik Waddell seconded. All were in favor. Motion passed.

13. Recommendation for Alternate Trustee

- a. There was a consensus among the Trustees to recommend Katherine Gatcomb to the Town Council as an Alternate Trustee.

14. Adjournment

- a. Erik Waddell made a motion to adjourn. Andrew Sharp seconded. All in favor. Motion passed. Meeting adjourned at 8:05 p.m.

Attachments:

Treasurer’s Report (April 2024); Director’s Report; Q1 2024 Budget Update;  
Credit Card Acceptance Policy

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. Jun 12, 2024; Jul 10, 2024; Aug 14, 2024; Sep 11, 2024; Oct 9, 2024; Nov 13, 2024; Dec 11, 2024.

Respectfully submitted, Susan Wagner, Secretary