

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, May 13, 2021
6:45 pm
Meeting Held by Zoom

In Attendance: Charlotte Ramsay, Robin Glasser, Susan Wagner, Stan Reczek, Erik Waddell, Anne Knight, Andrew Sharp

Absent:

Board Alternates: Martie Gooze, Lai Lai Jenkins

Observers/Guests: Kam Damtoft, Susan Herhold

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
 - a) The meeting was called to order by Chair Charlotte Ramsay at 6:45 p.m.
- 2) Welcome to Kam Damtoft, prospective Alternate Trustee
- 3) Approval of Meeting Agenda
 - a) A motion to approve the agenda was made by Stan Reczek and seconded by Susan Wanger. All were in favor. Motion passed.
- 4) Approval of minutes of 4/14/2021
 - a) Anne Knight made a motion to approve the minutes from 04/14, 2021. Erik Waddell seconded. All were in favor. Motion passed with suggested changes from Stan Reczek.
- 5) Public Comments/Public Correspondence
 - i) No public comments or public correspondence.
- 6) Friends' Report – Susan Herhold
 - a) Meeting on 5/13/2021
 - i) Discussion about re-opening the Friends' bookstore.
 - (1) Friends will start accepting book donations on June 21, with a goal of re-opening the bookstore in July 2021.
 - (2) Some were concerned about stocking the bookstore while patrons were in it.
 - (a) Friends were given permission to stock on Monday mornings before the library opens.
 - ii) Next Friends' meeting will feature Nick Gagnon discussing photography.
 - iii) Discussed fundraising and membership for the Friends.
 - iv) Next general meeting on June 22, 2021; Executive Meeting on June 16, 2021.
- 7) Treasurer's Report for April 2021 – Erik Waddell
 - a. See Treasurer's Report

- b. Stan Reczek made a motion to accept the treasurer's report, as amended. Anne Knight seconded. All were in favor, motion passed.
- c. Erik Waddell made a motion to remove Anne Knight as signatory for the Board of Trustee's accounts at People's United Bank and to authorize Erik Waddell as Treasurer and Charlotte Ramsay as Board chair to sign necessary paperwork to become signatories. Anne Knight seconded. All were in favor. Motion passed.

8) Director's Report

- a. See Written Report

9) Discussion/action items from Director's Report

- A. Robin Glasser made a motion to accept Country Rose Carpet Cleaning's quote of \$1785.00 to clean carpets and upholstery to be paid for by Library Trustees from the Facilities Fund. Anne Knight Seconded. All were in favor. Motion passed.
- B. Charlotte Ramsay made a motion to authorize the Friends of the Library to begin accepting and processing donations of used books beginning June 21, 2021. Erik Waddell seconded. All were in favor. Motion passed.
- C. Outdoor story time area: plans for the site, removal of pine tree to clear area.
 - a. Robin Glasser made a motion to authorize spending up to \$1000.00 to prepare the site for an outdoor story time area and the removal of a pine tree for that purpose. Erik Waddell seconded. All were in favor. Motion passed.
 - b. Anne Knight asked if the removal of the pine tree would increase the cost of the chair and the story area; specifically, would any money come from unrestricted funds. The answer was no-- that the funds would come from Prior Years Annual Appeal.
- D. Digital subscription to the Wall Street Journal
 - a. Erik Waddell made a motion to authorize purchasing a digital subscription to the Wall Journal for one year for \$1200.00 using money from Prior Years Annual Appeal. Anne Knight seconded. All were in favor. Motion passed.

10) Report/discussion on the lessening of COVID restrictions at the Library

- a) The board reached consensus that the current procedures should remain in place until at least the next Trustees meeting. If the Town Council extends the mask mandate, then the library will also require masks inside the library. If the mask mandate is not extended, then the library will request masks, but not require them.

11) Report from the Personnel/Policy Committee Discussion

- A. Vote on increasing the vacation accrual rate for the Head of Adult Services to 14 hours/month (21 days/year), beginning with the May 24th pay period. (Up from 12 hours/month 18 days/year)
 - a. Charlotte made a motion. Erik Waddell seconded. All were in favor. Motion passed.
- B. Committee is working on combining the adult and children's behavior policies into a single Code of Conduct policy

12) Presentation of the proposed Trustee By-laws -- Stan Reczek

- a) The Board will vote on adoption at the June 10, 2021, Board meeting.

- 13) Report from the Strategic Plan Steering Committee – Erik Waddell
The Steering Committee is re-assessing the strategy process and re-evaluating the timeline for completion.
- 14) Report from the Technology Committee—Sheryl Bass
The Meraki equipment was purchased, consisting of 2 switches and 2 access points.
- 15) Farewell to Trustee Anne Knight. The Board expressed its deep appreciation to Anne for her service to the Library over the past 5 years.
- 16) Discussion of Alternate Trustee and vote on recommendation to the Town Council.
 - a) Anne Knight moved to recommend to the Town Council the appointment of Kam Damtoft as Alternate Trustee and to recommend the appointment of Martie Gooze as trustee until Town elections in March 2022 to replace Anne Knight who is resigning. Charlotte Ramsay seconded. All were in favor. Motion passed.
- 17) Adjournment
 - a) Andrew Sharp made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8: 47 p.m.

Future meetings: (2nd Thursday of each month 6:45) June 10, 2021, July 8, 2021, August 12, 2021)

Respectfully submitted by Andrew Sharp, Secretary