

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, June 10, 2021
6:45 pm
Meeting Held by Zoom

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

Absent:

Board Alternates:

Observers/Guests: Susan Herhold, Kam Damtoft, Lai Jenkins

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called meeting to order at 6:45 p.m.
2. Welcome to Martie Gooze (Trustee), taking Anne Knight's seat and to Kam Damtoft and Lai Jenkins (new Alternate Trustees).
 - a. Both Alternate Trustees still need to be sworn in.
3. Approval of meeting agenda.
 - a. Martie made a motion to approve the meeting agenda. Erik seconded. All were in favor, motion passed
4. Approval of minutes (5/13/21)
 - a. Susan made a motion to approve the minutes of 5/13/2021. Martie seconded. All were in favor, motion passed
5. Public comments/Public Correspondence
 - a. Library Director Sheryl Bass shared comments from a patron who appreciated adult programming, especially guided meditation that continued even during the pandemic.
 - b. Letter from student who was admitted to National Honor Society due to help from library staff
6. Friends' Report – Susan Herhold
 - a. No Friends' meeting has been held since last Board meeting.
 - b. The Friends' will begin accepting donations of used books at end of June and plan to open bookstore 2nd week of July
7. Treasurer's Report for May 2021—Erik Waddell
 - a. See treasurer's report
 - b. Library Staff found 4 checks written for annual appeal that had been misplaced.
 - i. 2 checks can still be cashed and 2 were too old
 - ii. Erik will contact all 4 donors and either let them know either that the check can't be cashed or ask if he can still cash them.
 - c. Stan Reczek made a motion to approve the Treasurer's report. Martie Gooze seconded. All were in favor. Motion passed
8. Director's Report –Sheryl Bass
 - a. See Director's Report
 - b. Carpets have been cleaned and look great.
 - c. Memorial Story Time chair is installed

- i. Sheryl praised the good work that Department of Public Works did in installing the chair.
 - d. Summer reading begins Monday (6/14/2021)
 - e. Sheryl met with librarians from Dover Public Library to discuss collaborating on ARPA Grants.
- 9. Discussion/action items from Director's Report
 - A. Fence issue – boards being removed to create an opening. How best to handle?
 - a. Stan Reczek suggested contacting neighbors on other side of the fence to get their thoughts. Erik Waddell and Charlotte Ramsay agreed and suggested that Town Manager Selig be informed.
 - B. Allocate up to \$500 to dispose of old computers and monitors
 - a. Spaulding's technology program is interested in acquiring the old computers. If they will take the equipment, then it will be a matter of just getting the equipment to Spaulding.
 - b. The Board reached consensus that the Library Director may spend up to \$500 to dispose of old computers, but would prefer the equipment go to an educational institution if possible.
 - C. Sign contract with Omeka Project
 - a. Library Director sought approval to sign a 2-year contract with Omeka Project for digitization services.
 - 1) Susan Wagner made a motion to approve the signing of a 2-year contract with Omeka. Erik Waddell seconded. All were in favor. Motion passed.
 - D. Discussion of Library summer hours-- remain the same as currently set?
 - a. The Board reached consensus that the Library summer hours should remain as they are.
 - E. ARPA Grant – 1st Round \$2700: Use for A-Z Data Base or Meraki equipment?
 - a. The Trustees reached consensus that they are confident in the library director's choices on how to use the ARPA money, with a preference for something new.
- 10. Report/discussion on the lessening of COVID restrictions at the Library
 - a. Sheryl Bass has already spoken with library staff and gotten their support for lessening COVID restrictions.
 - b. The Board reached consensus to accept the library director's proposed changes.
- 11. Discussion of protocols for in-person Board meetings beginning at our next meeting.
 - a. All trustees and prospective alternates report that they are vaccinated and comfortable meeting in-person in the Oyster River Room. Board meetings will return to being in-person, starting with the next Board meeting.
- 12. Report from the Personnel/Policy Committee Discussion
 - A. Health Insurance 7/1/21- 6/30/22– Premium costs up 2.9%; Employee's share up to 18% from 16.5%; Discussion and vote on salary increase for Head of Youth Services, effective 7/1/2021.
 - a. Erik Waddell made a motion to approve a salary increase for Head of Youth Services to \$500 effective 7/1/2021. Martie Gooze seconded. All were in favor. Motion passed.
 - B. Discussion and vote on DPL Code of Conduct.
 - a. Robin Glasser made a motion to accept the proposed DPL Code of Conduct. Erik Waddell seconded. All were in favor. Motion passed.

- C. Discussion and vote on Behavior Guidance Policy for Juvenile Patrons
 - a. Charlotte made a motion to accept the Behavior Guidance Policy for Juvenile Patrons with age of supervising as 14 years. Stan Reczek seconded. All were in favor. Motion passed.
- D. Discussion and vote on Procedures: (1) Code of Conduct Violations Procedure and (2) After Library Closing Procedures for Unattended Children. Should these procedures be on the website or have only the policies on the website?
 - a. Susan Wagner made a motion to approve the amended After Library Closing Procedures for Unattended Children policy. Robin Glasser seconded. All were in favor. Motion passed. Policies, and not procedures, will be posted on the Library website.

- 13. Discussion and vote on the proposed Trustee By-laws -- Stan Reczek
 - a. Charlotte made a motion to accept as presented. Robin seconded. All were in favor. Motion passed.

- 14. Report from the Strategic Plan Steering Committee – Erik Waddell
 - a. Charlotte made a motion that the Strategic Planning Committee be authorized to spend up to \$5000 for mailing of paper surveys to be taken from unrestricted funds. Martie Gooze seconded. All were in favor. Motion passed.

- 15. Cancel July 8th meeting? Change Nov. 11th meeting to Nov. 10th to avoid holiday?
 - a. Charlotte Ramsay made a motion to cancel the July 8th meeting and move Nov. 11th to November 10th. Erik Waddell seconded. All were in favor. Motion passed.

- 16. Adjournment
 - a. Martie Gooze made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed.

Respectfully submitted by Andrew Sharp