

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, September 23, 2020  
6:45 pm  
Via Zoom

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In Attendance: Erik Waddell, Robin Glasser, Charlotte Ramsay, Carolyn Singer  
Board Alternates: Martie Gooze  
Absent: Nancy Webb, Anne Knight, Andrew Sharp  
Observers/Guests: Susan Herhold  
Library Staff: Director Sheryl Bass

**Call to order :**

Chairwoman Charlotte Ramsay called the meeting to order at 6:45 p.m.

**Chair appointment of Alternate Trustee**

Martie Gooze was appointed to serve as a voting Trustee.

**Approval of meeting agenda:**

Martie Gooze made a motion to approve the meeting agenda. Erik Waddell seconded. Voting in favor: Waddell, Ramsay, Singer, Glasser, Gooze. Opposed: none. Motion passed unanimously.

**Technology update:**

Library Director Sheryl Bass informed the Board of progress on the Technology Plan for 2020-2021.

The inventory spreadsheet has been updated.

An RFQ has been submitted for 4 computers in the children's area and 4 additional computers.

Staff are currently using the laptops that were intended for the public so they can separate their workspace. This leaves no laptops for public use.

2 Dell laptops and a Mac laptop will be ordered for 2020.

Quotes are being gathered for 2 projectors.

Wi-Fi Hotspots should also be considered for purchase.

Lastly, the Library needs to switch over to Microsoft 365 to be in sync with the Town.

Costs will be investigated.

**Policy Vote** The following proposed policies were presented and discussed at the Sept. 9 meeting:

a. **Lost Item Fee Collection Policy and Procedures:** R. Glasser made a motion to approve; M. Gooze seconded the motion. Voting in favor: Waddell, Ramsay, Singer, Glasser, Gooze. Opposed: none. Motion passed unanimously.

b. **Camera Policy and Borrower's Agreement:** M. Gooze moved to approve; R. Glasser seconded. Voting in favor: Waddell, Ramsay, Singer, Glasser, Gooze. Opposed: none. Motion passed unanimously.

**Approve Board Meeting dates (via Zoom) for the remained for 2020.**

Wednesday, October 14, 2020

Wednesday, November 18, 2020

Wednesday, December 9, 2020

R. Glasser made a motion to approve; M. Gooze seconded the motion. Voting in favor: Waddell, Ramsay, Singer, Glasser, Gooze. Opposed: none. Motion passed unanimously.

**Planning for 2021 Annual Appeal**

C. Ramsay asked R. Glasser to head the annual appeal this year. Target date for mailing to go out is early November. E. Waddell noted that due to printing deadlines, planning should begin in August next year.

**Discussion of Board functioning, membership, and use of sub-committees:**

The Board discussed the need for recruiting alternate trustees as neither C. Singer nor N. Webb will seek reelection in 2021. Several possible candidates were suggested. C. Ramsay will be in touch and if interested, invite them to the October meeting.

The Board also discussed using sub-committees in order to alleviate the need for a second Board meeting each month.

**Adjournment**

Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 7:55 p.m.

Respectfully submitted,  
Robin Glasser  
Secretary Pro Tem