Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, September 9, 2020  
6:45 pm  
Meeting held by Zoom

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

1) The meeting was called to order by Chair Charlotte Ramsay at 6:46 p.m.

2) A motion to approve the agenda was made by Robin Glasser and seconded by Carolyn Singer. All were in favor.

3) Approval of Minutes
   a) Erik Waddell made a motion to approve the minutes and seconded by Anne Knight. Ramsay, Sharp, Knight, Waddell, Glasser and Webb voted in favor. Singer abstained. Motion passed.

4) Public Comments/Public Correspondence
   a) Mary Anne Krebs emailed and called to urge the Library to make online renewal of library cards for three years possible rather than requiring in-person renewal.
   b) Martie Gooze shared that Lisa Kleinmann did a great job choosing books for her grandchildren.

5) Friends’ Report
   a) Sent letters to prospective members letting them know about Friends’ activities to try to recruit people for the Executive Committee.
   b) Are working on revising the Friends’ website
   c) Will be scheduling a zoom meeting for Friends to catch up and discuss ideas for activities.

6) Treasurer’s Report for August 2020 – Anne Knight
   a) See written report.
   b) Andrew Sharp moved to accept unanticipated revenues of $91.89. Nancy Webb seconded. All were in favor. Motion passed unanimously.

7) Director’s Report
   a) See Director’s Report document
      i) Introduced Nick Gagnon to the Board as Emerging Technology Library Assistant
      ii) Sheryl Bass asked for the Board’s input on whether to schedule an annual carpet cleaning.
          (1) Reduced traffic in Spring has prevented carpets from getting as dirty as usual
          (2) Martie Gooze recommended annual cleanings in April
      iii) UNH library has been working with Durham library to deliver materials to emeriti faculty who cannot enter Dimond Library due to lack of COVID testing.
      iv) Library staff are at a heightened level of anxiety due to COVID spreading events at fraternity houses nearby.
          (1) But all patrons continue to comply with regulations with no problems
      v) Library Card Month
(1) Sheryl has met a number of people who were not aware that they were eligible for a library card. Anyone employed by Oyster River Cooperative School District, the Town of Durham, or a Durham business is eligible for a free library card, renewed annually.

(2) Discussion of how to verify residency for online card applications
   (a) Sheryl will research and come back to the Board with a recommendation

vi) Summary of proposed 2021 Budget
    Meeting with Town 9/17 2:30 via zoom to review the proposed 2021 budget.

vii) Interlibrary Loan is due to be restored on September 15th

viii) Planting of two redbud trees in memory of Bill Schoonmaker
    (1) Trees have been chosen and will be planted soon

ix) Sheryl shared how pleased and impressed she is with her staff and how well they have adjusted to delivering services online during COVID pandemic.

x) Mid-year staff check-in has been completed.

xi) Sheryl Bass asked for approval from the Board to purchase a laptop for Emerging Technologies library assistant Nick Gagnon
    (1) Carolyn Singer made a motion to accept the Library Director’s request to spend up to $1500.00 from the Prior Year Annual Appeal Sub Account on a new laptop for Emerging Technologies Library Assistant. Nancy Webb seconded. All were in favor. Motion passed unanimously.

8) Nancy Webb left the meeting at 7:58 p.m.
   a) Charlotte Ramsay appointed Martie Gooze to act as a voting trustee at 8:07 p.m.

9) Discussion and vote on Covid-19 Response Plan
   a) Robin Glasser made a motion to approve the COVID-19 Response Plan as proposed by Sheryl Bass. Carolyn Singer seconded. All were in favor. The motion passed unanimously.

10) Two proposed policies were discussed. The Board will vote on these at a subsequent meeting.
    a) Lost Item Fee Collection Policy and Procedures
    b) Camera Policy and Borrower’s Agreement

11) Plan for 2020-21 Annual Appeal was postponed till 9/23/2020 meeting

12) Discussion of possible candidates for 2 Alternate Trustee positions
    a) Began discussion but will continue at 9/23/2020 meeting.

13) Discuss and set Board meetings (via zoom) for the rest of 2020 postponed until 9/23/2020.

14) Adjournment
    a) Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8:42 p.m.

Proposed future DPL Board Meetings (via zoom)
   Wednesday, September 23, 2020
   Wednesday, October 14, 2020
   Wednesday, October 28, 2020
   Wednesday, November 18, 2020 (since 11/11 is Veterans Day)
   Wednesday, December 9, 2020

Respectfully submitted by Andrew Sharp, Secretary