

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

In Attendance: Charlotte Ramsay, Andrew Sharp, Nancy Webb, Robin Glasser, Carolyn Singer , Erik Waddell, Anne Knight

Board Alternates: Stan Reczek, Martie Gooze

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
 - a) The meeting was called to order by Chair Charlotte Ramsay at 6:47 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
 - a) All trustees present.
- 3) Approval of Meeting Agenda
 - a) A motion to approve the agenda was made by Robin Glasser and seconded by Nancy Webb. All were in favor. Motion passed with additions
- 4) Approval of Minutes
 - a) Nancy Webb made a motion to approve the minutes, seconded by Anne Knight. All were in favor, motion passed unanimously with corrections.
- 5) Public Comments/Public Correspondence
 - a) Charlotte Ramsay read Nicole Cardwell's letter of resignation from her position as alternate trustee
- 6) Friends Report – Susan Herhold
 - a) Friends Executive Committee meeting held Tuesday, 1/12/2021.
 - i) Discussed getting together with Friends from the Madbury and Lee Public Libraries
 - ii) Discussed selling books that the library is discarding
 - b) Annual meeting changed to February 3rd at 1:00 p.m.
- 7) Treasurer's Report for December 2020 – Anne Knight
 - a) See printed report
 - b) Robin Glasser made a motion to accept unanticipated revenues of \$247.65 for the month of December. Erik Waddell seconded. All were in favor. Motion passed.
 - c) Annual Appeal results to date
 - i) \$19,747.38 as of 1/12/2021
 - d) Nancy Webb made motion to accept the treasurer's report. Andrew Sharp seconded. All were in favor. Motion passed.
 - e) Erik is now Assistant Treasurer with the authority to sign checks from the Trustees' account

8) Director's Report

a) Everything's good facilities-wise

- i) Sheryl feels that the library will need a thorough cleaning soon.

- (1) Will cost around \$2000

- a. Library getting a new monitoring system for fire alarms
 - a. Will reduce call time to fire department by about 15-30 seconds
 - b. Not clear who will need to pay for the new system – DPW or DPL
- b. DVR system connected to security cameras is outdated and will need to be replaced soon
 - a. DPL will need to pay for the new system.
- c. Plans are starting for a virtual summer reading program.
 - a. Will look at hybrid events too, if they seem possible/advisable
- d. Going through building and identifying places that new logo will go.
 - a. Will take place over the next few weeks
- e. Lending laptops are fully loaded and cataloged and are ready to be checked out the patrons.
 - a. Just need to have the policy approved.
- f. Fell just short of spending the amount budgeted for 2020
 - a. Technology expenses were overestimated
- g. Covid-19 policy for staff travel outside of New England
 - a. Town updated administrative order #12 to include when staff are exposed to Covid-19 and how to handle staff who travel outside of New England
 - b. Sheryl recommended that the library adopt administrative order #12
 - c. Charlotte Ramsay made a motion that the library follow administrative order #12 regarding Covid protocols for town personnel. Carolyn Singer seconded. All were in favor. Motion passed.
- h. Discussion of best practices for disposal of “weeded” materials
 - a. Weeding is part of the life cycle of library materials
 - b. Right now, books are given to the Salvation Army
 - c. Two issues:
 - i. Is it ok to be sending materials with outdated information out to the public?
 - ii. Some books are weeded because they aren't circulating. They are good books, and are going to the Salvation Army
 - d. Carolyn Singer suggested giving weeded books to homeless shelters
 - e. Erik Waddell suggested that weeded books be given to the Friends of the Library who can decide whether to donate books to homeless shelters or another charity.
 - f. The board reached consensus that the library should give weeded books to Friends of the Library who will decide whether to donate to an organization or not.
 - g. Moldy books and books with outdated information will be destroyed
- i. Discussion of on-line renewal of Library cards.
 - a. Some community members have pushed the library to offer online renewal of library cards
 - b. Sheryl Bass believes that the library has the ability to renew by phone or online and would like the library to offer that service.
 - c. The trustees reached a consensus to allow Durham residents to renew memberships for three years by phone or online.

9) Charlotte Ramsay announced that Stan Reczek plans to run for Trustee in March 2021

10) Policies

a) Discussion and vote on Hotspot policy.

- i) Erik Waddell made a motion to approve the Hotspot policy. Nancy Webb seconded. All were in favor. Motion passed.

- b) Maintain current level of services until March 10th
 - i) The board reached consensus that the library should maintain the current level of services until March 10th.
- 11) Discussion of the plan for the evaluation of the Library Director – Erik, Robin, Charlotte
 - a) Review of questions
 - i) Carolyn Singer recommended having an answer option that the respondent does not have enough information to provide an answer
 - ii) The trustees expressed that they were content for Erik Wadell, Robin Glasser and Charlotte Ramsay to choose questions.
 - b) Timetable for completion
 - i) Erik Waddell will give the questionnaire to Trustees and Alternates on 1/14/2021.
 - ii) Respondents should complete the questionnaire by 5:00 p.m. on 1/21/2021.
 - c) Discuss and complete at Board meeting 1/27/2021
- 12) Two Library Trustee positions will be open in March 2021. Filing period is January 20 – January 29, 2021.
 - a) Stan Reczek has announced he will run
 - b) Robin Glasser made a motion to accept Nicole Cardwell’s resignation. Charlotte Ramsay seconded. All were in favor. Motion passed.
- 13) Adjournment
 - a) Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed.
 - b) Meeting adjourned at 8:40 p.m.

Respectfully submitted by Andrew Sharp

Future meetings:

Wednesday, January 27, 2021

Wednesday, February 10, 2021

Wednesday, March 10, 2021

Wednesday, April 14, 2021