

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, November 10, 2021
6:45 pm
Oyster River Room of Durham Public Library

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

Absent: Kam Damtoft, Lai Lai Jenkins

Board Alternates: None

Observers/Guests: Susan Herhold

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:52 p.m.
2. Approval of meeting agenda.
 - a. Martie Gooze made a motion to accept the meeting agenda, Robin Glasser seconded. All were in favor. Motion passed.
3. Approval of minutes (10/14/21)
 - a. Erik Waddell made a motion to accept the meeting minutes. Robin Glasser seconded.
 - i. Erik Waddell noted that the time of adjournment was not noted. It was 9:20 p.m.
 - ii. Robin Glasser noted that the correct spelling of her name is Robin (not Robyn).
4. Public comments/Public Correspondence
 - a. No Public comments or Public correspondence
5. Friends' Report – Susan Herhold
 - a. In January 2022 at their Annual Meeting, the Friends need to replace their chair, assistant chair, secretary and treasurer. Please refer interested parties to the Friends.
 - b. Book store continues to do well. 90 new books in the adult section, with more in process.
 - c. Stan Reczek noted that the Friends have recently started a newsletter. Suggested that the board recognize and commend the Friends.
6. Treasurer's Report for October 2021—Erik Waddell
 - a. See Treasurer's report
 - i. Charlotte Ramsay asked the board to think about special uses for the \$10,000.00 gift that the library received.
 - b. Martie Gooze made a motion to accept the treasurer's report. Robin Glasser seconded. All were in favor. Motion passed.
7. Director's Report –Sheryl Bass
 - a. See Library Director's Report
 - b. Stan Reczek suggested writing a letter to Todd Selig asking for help dealing with continued damage to the fence.

- c. Sheryl informed the Board that a patron had fallen off the walk near the parking lot and had injured their ankle. The patron refused an ambulance and was able to drive themselves away from the library. Sheryl has not heard anything further from the patron.
8. Discussion/action items from Director's Report
 - a. Budget meeting with the Town Council 11/8/21 7:00 p.m.
 - b. Sheryl presented the proposed budget, and shared challenges that DPL faces – especially staffing and digital resources.
 - c. Stan Reczek made a motion to waive past fees that are deemed uncollectible in accordance with the library director's recommendation. This would apply to fees that are 3 or more years old and which have not been able to be collected despite repeated efforts to collect them. Andrew Sharp seconded. All were in favor. Motion passed.
 - d. COVID protocols at the DPL: Sheryl recommends restoring indoor children's activities in January 2022, but that Lisa Kleinmann prefers resuming indoor programming in December 2021.
The board reached consensus that it would be appropriate to begin indoor children's programming in December 2021.
9. Report from the Personnel and Policy Committee
 - a. Charlotte Ramsay made a motion to approve draft 5 of the DPL Personnel Policy. Robin Glasser seconded. All were in favor. Motion passed.
 - b. Charlotte Ramsay made a motion to approve the DPL Professional Development Policy. Stan Reczek seconded. All were in favor. Motion passed.
 - c. Susan Wagner recommended re-naming the DPL Staff Development Fund Application to something that reflected Professional Development.
10. Discussion of air handling system. Should we pursue options for reducing the noise?
 - a. Charlotte Ramsay asked the BOT to reach consensus to look into options for reducing noise from the air handling system. The board reached consensus that it was a good idea to look into options.
11. Discuss and reach consensus on holiday staff gifts and lunch
 - a. Erik Waddell made a motion to approve a holiday gift of \$120.00 to each employee processed through the town to cover all appropriate tax matters. Stan Reczek seconded. All were in favor. Motion passed.
12. DPL 2022 Annual Appeal letter.
 - a. Goal is to address and mail all letters before November 16.
13. Recruiting Trustee candidates for 4 Board seats up for election in March 2022.
14. Adjournment
 - a. Erik Waddell made a motion to adjourn. Martie Gooze seconded. All were in favor. Motion passed. Meeting adjourned at 9:05 p.m.

Future meetings (in-person) 2nd Thursday of each month 6:45 pm. December 9, 2021, January 13, 2022, February 10, 2022, March 10, 2022

Respectfully submitted by Andrew Sharp, Secretary

