

Durham Public Library
Board of Trustees Meeting Minutes
Thursday, December 9, 2021
6:45 pm
Oyster River Room of Durham Public Library

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

Absent: None

Board Alternates: Kam Damtoft, Lai Lai Jenkins

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

1. Call to order
 - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:49 p.m.
2. Approval of meeting agenda.
 - a. Stan Reczek made a motion to approve the meeting agenda. Robin Glasser seconded. All were in favor. Motion passed.
3. Approval of minutes (11/10/21)
 - a. Susan Wagner made a motion to approve the meeting minutes of 11/10/2021. Martie Gooze seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
 - a. Todd Selig wrote a letter of congratulations on the library receiving a recent grant.
5. Friends' Report – Susan Herhold
 - a. Susan Herhold not able to attend this evening, but sent a summary of the November 18, 2021 executive meeting to Charlotte Ramsay.
 - i. The Friends welcomed Robin Glasser as the Trustee liaison to the Friends
 - ii. Reviewed the 2021 and 2022 spending plans. It was decided to continue to fund the book discussion next year with Jennifer Lee as facilitator.
 - iii. Still need to fill board positions for Secretary and Vice-Chairman. Treasurer is up in the air.
 - iv. The Friends' Bookstore is doing well.
6. Treasurer's Report for November 2021—Erik Waddell
 - a. See Treasurer's report
 - b. Stan Reczek made a motion to accept the Treasurer's Report. Susan Wagner seconded. All were in favor. Motion passed.
 - c. Robin Glasser made a motion to pay for Strategic Plan activities out of the Unrestricted Operations fund. Stan Reczek seconded. All were in favor. Motion passed.
7. Director's Report –Sheryl Bass
 - a. See Library Director's Report
 - b. Building issues: Fence; alarm system; sewer backup

- c. The DPL and 4 other libraries have jointly been awarded an \$18,500 ARPA grant to fund marketing and communication of library services. Sheryl and the Director of the Dover Library co-authored the grant application.
8. Discussion/action items from Director's Report
 - a. Hiring recommendation to fill the Emerging Technologies position
 - i. Martie Gooze made a motion to approve the hiring of Andrew Clarke as emerging technologies library assistant at \$25/hour for 20 hours per week. Stan Reczek seconded. All were in favor. Motion passed.
 - b. Adopt 2022 DPL Holiday schedule with 2 staff development days
 - i. Robin Glasser made a motion to accept the proposed Recommended Staff Holidays and Development Days, with the change that Friday, December 23rd be open 10 a.m. – 3 p.m. instead of being closed all day. Erik Waddell seconded. All were in favor. Motion passed.
 - ii. The days adopted for 2022 are not setting a precedent for future staff holidays.
 - c. Authorize Professional Development expenditure for Baby Yoga training for a DPL staff person. Cost: \$498.00.
 - i. Stan Reczek made a motion to authorize expenditure from the Professional Development Fund of \$498.00 for Baby Yoga training for a DPL staff person. Martie Gooze seconded. All were in favor. Motion passed.
9. Final steps and timeline for completion of the DPL Strategic Plan
 - a. Reworked draft presented to the Board 1/13/22 with discussion and vote to adopt at a Special Board meeting January 27, 2022, at 6:45.
10. Discussion of how the Board will evaluate the Library Director and the timeline for completion. Use of Personnel and Policy Committee (Robin, Andrew, and Charlotte) to design the process. Evaluation to be discussed and voted on at a Special Board meeting January 27, 2022.
11. Set a Special DPL Board of Trustees meeting for January 27, 2022, at 6:45.
 - a. Robin Glasser made a motion to set a special meeting on January 27, 2022, at 6:45 p.m. Andrew Sharp seconded. All were in favor. Motion passed.
12. Adjournment
 - a. Erik Waddell made a motion to adjourn. Martie Gooze seconded. All were in favor. Motion passed.

Future meetings 2nd Thursday of each month 6:45 pm.: January 13, 2022; January 27, 2022; February 10, 2022; March 10, 2022; April 14, 2022; May 12, 2022