

Durham Public Library  
Board of Trustees Meeting Minutes  
Thursday, February 10, 2022  
6:45 pm  
Oyster River Room of Durham Public Library

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In Attendance: Charlotte Ramsay, Robin Glasser, Martie Gooze (via Zoom), Stan Reczek, Erik Waddell, Susan Wagner

Absent: Andrew Sharp

Board Alternates: Lai Lai Jenkins, Kam Damtoft

Observers/Guests: Beth Newkirk (Friends Liaison), Nancy Lambert

Library Staff: Library Director Sheryl Bass

1. Call to Order
  - a. Chairwoman Charlotte Ramsay called the meeting to order at 6:50 p.m.
2. Chairwoman Charlotte Ramsay named Kam Damtoft a voting Trustee in place of Andrew Sharp.
3. Approval of Meeting Agenda.
  - a. Stan Reczek made a motion to approve the agenda. Robin Glasser seconded. All were in favor. Motion Passed with amendment to move the 2021 Director's evaluation to the end of the agenda so that visitors are not inconvenienced by the disruption of a non-public session during the meeting.
4. Approval of Minutes (1/13/22 and 1/27/22)
  - a. Stan moved to approve the minutes of 1/13/22. Robin seconded. All were in favor. Motion passed with corrections/additions. Erik, Martie, and Kam abstained.
    - i. Susan noted that Ruth Kowal attended the meeting via Zoom.
    - ii. Susan also noted that the date of Howard Mansfield's visit to the library was in February 2022.
    - iii. Susan also requested that the 2021 goals and accomplishments for the Library Director be stated more consistently so that goals are preceded by letters and accomplishments are preceded by Roman numerals.
  - b. Robin moved to approve the minutes of 1/27/22. Stan seconded. All were in favor.
5. Public Comments/Public Correspondence
  - a. A library user contacted the Director to thank the Library staff, especially Kevin, for recently helping her find alternative directions to Newmarket since Rt 108 had been closed due to an accident. Kevin printed out a map for her, highlighting the route. She really appreciated it and wanted to send her thanks.
  - b. Deborah Hirsch Mayer contacted the Director to thank her for creating an environment in which staff will help patrons with "any type" of problem. She noticed that Kelly Montagano, our Youth Services Assistant, has very curly hair much like her own. Kelly, who was preparing for story time, stopped what she was doing and took the time to write down some helpful steps and products for taming wild winter curls. Deborah was very appreciative.

6. Friends' Report – Beth Newkirk
  - a. The Friends Annual Meeting was held via Zoom on 1/26/22. New officers were elected and will be introduced at the next Friends meeting on 2/15/22. The agenda for the upcoming meeting includes a discussion of new events for the year, and the return of the ongoing cookie baking fundraiser. Meetings will be held monthly for the next 6 months.
  - b. 2022 is the 25<sup>th</sup> anniversary of the DPL Friends, and the group plans to acknowledge this accomplishment.
  - c. Stan commended Beth and the group on the recent annual meeting, noting that the communications from the Friends has improved, leading to increased attendance, new attendee participation, and higher morale.
  
7. Treasurer's Report for January 2022—Erik Waddell
  - a. See Treasurer's report
  - b. Kam made a motion to accept the Treasurer's Report. Robin seconded. All were in favor. Motion passed.
  - c. Erik commented that the Annual Appeal has been particularly successful this year due to the generous donation of \$10,000 by one individual.
    - i. Charlotte announced that Dianne Thompson plans to retire at the end of March from maintaining the Annual Appeal database. Susan Wagner will assume this responsibility.
    - ii. The Trustees want to recognize Dianne's years of service to DPL. Stan moved that the Trustees show their appreciation to Dianne for her volunteer efforts in this role by presenting her with a gift certificate. Erik seconded. All were in favor.
  - d. The Trustees' two Certificates of Deposit will mature before the end of February. Erik will investigate the best strategy for reinvesting these funds for a discussion at the March meeting.
  
8. Director's Report –Sheryl Bass
  - a. See Library Director's Report
  - b. Building issues:
    - i. Lighting: The re-lamping project is moving forward. DPW has ordered all new bulbs for the library, and the replacement work is scheduled for late February.
    - ii. Cleaning Concerns: Recently the Library's cleaning company has not lived up to the staff's expectations for cleanliness. DPW has discussed the situation with the company, and the concerns have been addressed for now.
    - iii. Library Door Casings: A UNH volunteer performing community service hours has touched up all of the Library's door casings. Sheryl is very pleased with his work and the results.
  - c. Programming:
    - i. Baby Yoga: Kelly Mantagano has completed training, and classes will begin in March.
    - ii. Howard Mansfield's recent book discussion was the first 'hybrid' program presented by the library. Staff recognize there are some issues with sound quality for remote participants and will be addressing those issues for future programs.
    - iii. Corinne Roberts' virtual art programs have been a big success!
    - iv. In discussing the upcoming Staff Development Day agenda Susan asked whether the staff has been trained on best practices for handling challenges to First Amendment rights. There has been an organized effort to challenge libraries, police stations, and other public spaces to test whether staff are educated about the

rights of individuals to move about and video within these public spaces. Sheryl commented that staff have indeed been trained.

9. Allocate funds to repaint the Oyster River Room and power wash the building
  - a. Robin moved to accept both the quote from Jablonski Painting and Wallpapering to repaint the Oyster River Room, and the quote from Quality Restoration & Renovations to power wash the exterior of the building. Erik seconded. All were in favor. Motion passed.
    - i. Stan asked for a discussion of the process used to select a vendor for the repainting project. DPW obtained the quote on behalf of the Library. The Town has a longstanding relationship with this vendor, so additional quotes were not obtained. Ordinarily the Town would fund the project as part of the capital budget, but because the project was not included in the budget this year, and because the room could really benefit from the repainting, the Trustees have decided to fund this one-time project in the spirit of cooperation with the Town. Sheryl will work to include future capital projects in the annual Town budget request, and she will request that quotes from at least three vendors be obtained, as that is the purchasing practice of the Durham Public Library.

#### 10. Personnel Committee

- a. Collection Development Policy and Library Resource Reconsideration Form
  - i. Robin moved to accept the Collection Development Policy. Stan seconded. All were in favor. Motion passed with the following suggested revisions.
    - a) Robin suggested that the first sentence of the section on Formats be removed.
    - b) Beth questioned why the Friends are mentioned in the Gifts and Memorials section and questioned whether the first sentence should be removed. After a brief discussion it was decided to retain the sentence.
    - c) Beth suggested that the source of the text of each of Appendices A-D be moved to the top of the appendix rather than at the bottom.
    - d) Susan observed that every other page contained the Library logo. It will be removed from all but the first page.
  - ii. Robin moved to accept Appendix E, Request for Reconsideration of a Library Resource Form. Kam seconded. All were in favor. Motion passed with the following suggested revisions:
    - a) Beth suggested that clarification is needed for the “An Organization?” line so that the actual name of the organization is included.
    - b) Other suggestions were made to reduce any redundancy and improve clarity between the check boxes which list various resources and the pieces of information being asked for.

#### 11. Discuss and Vote on Shortening the Active Phase of the Annual Appeal.

- a. The rationale for shortening the ‘active phase’ (the promotion) of the Annual Appeal to 11/1 – 1/31 is so that the Friends can set a more reliable appeal period that does not conflict with Trustee fundraising.

Charlotte moved to accept the shortened time period of 11/1 – 1/31. Stan seconded. All were in favor. Motion passed.

#### 12. Finance & Technology Committee

- a. Charlotte charged the Committee with reporting on the following action items at the 3/10/22 Trustee meeting:

- i. Meeting with Deb Ahlstrom of the Town to formulate budget procedures. Sheryl has tentatively set a meeting with Deb for 2/22/22 at 11AM.
- ii. Recommend procedures for reporting to Board on YTD spending of Town allocation
- iii. Recommend procedures to safeguard Annual Appeal checks.

13. Review and Vote on the 2022 Goals for the Library Director – Sheryl

- a. Sheryl reviewed her suggested goals for 2022.
- b. The following comments and suggestions were made by the group:
  - i. Stan suggested that there are 3 distinctive types of goals
    - a) 1, 3, and 6 are shared enterprise goals
    - b) 4 and 5 are reasonable goals for management to take on
    - c) 7 is not easily categorized. Perhaps a professional development goal?
  - ii. Stan urged two key points – delegation of tasks and collaboration with the Board Chair to prioritize tasks. Responsibility for this goal falls to the Board more than the Director.
  - iii. Martie suggested that it is time to approach the Town about budgeting for an Assistant Director, or an additional position, to provide assistance to the Director, perhaps in the 2023 budget request.
  - iv. Lai Lai suggested that, as part of goal 7, a road map might help to prioritize the work to be done.
    - v. Erik asked if the Board needs to adjust its expectations for the Director.
- c. Because of the hour Charlotte suggested that further discussion of the goals be deferred until the March meeting.
- d. At this time non-Board members left the meeting (Nancy Lambert, Beth Newkirk).

14. Review the Summary of the 2021 Director’s Evaluation.

- a. Charlotte asked for feedback on the written evaluation she prepared.
- b. Stan moved to accept the evaluation as written. Seconded by Kam. All were in favor. Motion passed with the following question being asked:
  - i. Susan asked if it was important to show an average overall score, but it was felt not to be necessary.

11. Adjournment

- a. Kam made a motion to adjourn. Erik seconded. All were in favor. Motion passed. Meeting adjourned at 9:21 PM.

Future meetings 2nd Thursday of each month 6:45 pm. March 10, 2022; April 14, 2022; May 12, 2022; June 9, 2022

Respectfully submitted by Susan Wagner on behalf of Andrew Sharp