



Durham Public Library

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Durham Public Library
Board of Trustees Meeting Minutes
Thursday, June 9, 2022
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Nancy Lambert, Charlotte Ramsay, Andrew Sharp, Erik Waddell, Susan Wagner

Absent: Martie Gooze, Kim Sweetman (alternate)

Board Alternates: Kam Damtoft, Lai Lai Jenkins

Observers/Guests: Beth Newkirk (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to Order
 - a. Chairwoman Robin Glasser called the meeting to order at 6:48 p.m.
2. Robin Glasser named Alternate Trustee Kam Damtoft a voting Trustee in Martie Gooze's absence.
3. Approval of Meeting Agenda
 - a. Charlotte moved to approve the meeting agenda. Erik seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
 - a. No public correspondence
 - b. Sheryl reported that a child who had been running in the story time room fell, cut his chin, and was transported to the hospital. He is now okay.
5. Approval of May 12, 2022, Meeting Minutes
 - a. Kam moved to approve the minutes. Charlotte seconded. All were in favor. Motion passed.
6. Friends' Report – Beth Newkirk
 - a. A pop-up book sale is scheduled on the library patio for Friday, June 17 (3-5PM) and Saturday, June 18 (10AM-2PM).
 - b. Friends did not actively participate in the recent Durham Days on June 4, but Beth attended the event.
7. Treasurer's Report for May 2022 — Erik Waddell

- a. See Treasurer's Report
 - b. Discrepancies were found between the 2021/2022 annual appeal records and a few of the Treasurer's budgetary spreadsheets. Erik has identified the discrepancies and is in the process of reconciling the reports.
 - c. Charlotte moved to accept the May 2022 Treasurer's Report. Erik seconded. All in favor. Motion passed.
8. Erik moved to transfer the Prior Year Annual Appeal (2020/2021) sub-account balance of ~\$39,422.95, plus any accrued interest, to the Unrestricted Operations sub-account. The 2021/2022 Annual Appeal funds (~\$27,927.60) will then be transferred from the Current Year Annual Appeal sub-account to the Prior Year Annual Appeal sub-account. Andrew seconded. All in favor. Motion passed.
9. Director's Report –Sheryl Bass
- a. See Director's Report. Recently completed noteworthy items include:
 - i. Downtown restaurants and businesses have once again contributed gift cards and other giveaways as prizes for the Youth Services Summer Reading Program. Thanks to Lisa Kleinmann for her efforts in soliciting these donations.
 - ii. The recent Pride Month program "Keith Haring: Aids, Art and Advocacy" was well attended and positively received.
 - iii. Jiong Jiong Hu concluded her latest (and very popular!) meditation/yoga workshop for the library. A big thank you to her for her generous contribution of time and concern for the wellbeing of our community. She will be back in the Fall for another series.
 - iv. Andy Clarke, Emerging Technologies Library Assistant, just completed a Cyber Hygiene Best Practices for Librarians workshop. He will be implementing some tighter cyber security measures for the library.
 - v. Participation in Durham Days on June 4 was a big success!
 - b. Charlotte mentioned two additional items of note:
 - i. Joan Drapeau mentioned to her that the two red bud trees planted in memory of Bill Schoonmaker appear to need fertilizer.
 - ii. She also mentioned a 'birding' backpack being used by another library and thought it might be an appropriate item to make available for loan at DPL. Andy Clarke has researched the contents of such a backpack and has ordered items such as binoculars for it.
10. Action Items from Director's Report
- a. Hiring recommendation for Substitute Library Assistant. See Director's recommendation.
 - i. Charlotte moved to hire Kara Montagano as a Substitute Library Assistant at the rate of \$15.00/hr., pending successful reference and background checks. Erik seconded. All in favor. Motion passed. (Disclosure: Kara is the oldest child of Youth Services Library Assistant Kelly Montagano)
11. Committees Appointed by the BOT are Subject to Right to Know: RSA 91-A:1-a, VI(d).
- a. Attorneys at a recent NHLTA program attended by Robin confirmed that all committee meetings need to be publicly posted (2 places; 24 hrs. ahead of meeting), and minutes must be available from the meetings.
12. Update from Personnel/Policy Committee
- a. Discussion and vote on revised job description for Head of Youth Services

- i. Erik moved to accept the revised job description, as amended. Also, to amend the job description for Head of Adult Services in the same fashion. Andrew seconded. All in favor. Motion passed.
- b. Discussion and vote on Director's updated Employment Agreement
 - i. Erik moved to accept the updated Employment Agreement, as amended by the Board, and subject to review by the Town lawyer. Charlotte seconded. Six in favor, one opposed. Motion passed.

13. Update from Finance & Technology Committee

- a. Sheryl reported that Andy continues to purchase items identified in the 2022-2024 Technology Plan.

14. Cancel July Meeting?

- a. Erik moved to cancel the July 14, 2022, Board meeting. Kam seconded. All in favor. Motion passed.

15. Adjournment

- a. Andrew made a motion to adjourn. Erik seconded. All in favor. Motion passed. Meeting adjourned at 8:58 p.m.

Future meetings 2nd Thursday of each month 6:45 p.m.:

August 11, 2022; September 8, 2022; October 13, 2022; November 10, 2022; December 8, 2022

Respectfully submitted by Susan Wagner