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Durham Public Library  
Board of Trustees Meeting Minutes  
Thursday, September 8, 2022  
6:45 pm  
Oyster River Room of Durham Public Library

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

Board Alternates: Kam Damtoft, Lai Lai Jenkins (joined the meeting remotely via Zoom at 7:01pm), Kim Sweetman

Absent: Andrew Sharp, Martie Gooze

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 6:46 p.m.
    - i. Board agrees to allow Trustees to vote remotely.
    - ii. A quorum of 5 must be physically present.
2. Chair appointment of Alternate Trustees to serve as voting members (if needed)
  - a. Chairwoman Robin Glasser appointed Alternate Trustees Kam Damtoft and Kim Sweetman as voting Trustees in Andrew Sharp's and Martie Gooze's absence.
3. Approval of meeting agenda
  - a. Strategic Plan Operations Update (item #11) was moved to October agenda. Charlotte Ramsay moved to approve the meeting agenda, as amended. Erik Waddell seconded. All were in favor. Motion passed.
4. Public comments/Public Correspondence
  - a. Nancy Lambert mentioned the upcoming launching of the Oyster River Community Reads programs, kicking off on September 13 and running through November 13. Program partners include the Lee, Madbury, Durham, Newmarket, and Newfields Public Libraries.
5. Approval of August 11, 2022 Meeting Minutes
  - a. The spelling of Mary-Lou Campbell's name was corrected. (Observers; 6)
  - b. The dates of the Friends book sale were corrected to September 23 and 24. (6.a)
  - c. "De-accessioning stand-alone technology policies..." was changed to "Rescinding stand-alone technology policies..." (10.c.)
  - d. Charlotte Ramsay moved to approve the minutes. Kam Damtoft seconded. All were in favor. Motion passed.

6. Friends' Report – Beth Newkirk
  - a. The next Friends general membership meeting will be held on Wednesday, September 21 at 1:30 pm at the Library.
  - b. The book discussion of the Summer Big Read *Americanah* will be held on September 14 at 10:30 am at the Library. Jennifer Lee, longtime book discussion leader since 2003, is retiring from that role.
  - c. The Friends upcoming book sale on September 23/24 in the Oyster River Room will focus on children's books, parents and educational materials, DVDs, and adult fiction.
  - d. The Nicole Moore Memorial Funds committee has authorized \$350 to be used for a Nicole Moore Culinary Series for young adult culinary programs.
  
7. Treasurer's Reports for June, July, and August 2022; Corrections for Prior Months—Erik Waddell
  - a. See Treasurer's Reports
  - b. June 2022
    - i. Charlotte Ramsay moved to accept the June report. Robin Glasser seconded. All in favor. Motion passed.
  - c. July 2022
    - i. The July 2022 report has a new line item under Cash Receipts for 3D printing. YTD total for 3D printing should be \$16.20. The Total Restricted Income funds remains the same.
    - ii. Kim Sweetman moved to accept the July report, as amended. Kam Damtoft seconded. All in favor. Motion passed.
  - d. August 2022
    - i. The August 2022 report omitted the 3D printing YTD total. It should be \$65.40. The PayPal fee should be \$0.63.
    - ii. Charlotte Ramsay moved to accept the August report, as amended. Susan Wagner seconded. All in favor. Motion passed.
  - e. December 2021 – March 2022
    - i. Updates to the Annual Appeal income line items were made in reports from December 2021 forward. The Total PayPal amount was adjusted to \$27,927.60 for the 2021-2022 appeal year ending March 31, 2022.
    - ii. Charlotte Ramsay moved to accept the amendments to the Annual Appeal amounts in the Treasurer's Reports. Robin Glasser seconded. All in favor. Motion passed.
  - f. The Peoples United to M&T Bank transition has created discrepancies in how funds are transferred among the Trustees' various accounts. Erik will explore the possible transitioning of the Trustee accounts to another bank.
  
8. Director's Report –Sheryl Bass
  - a. See Director's Report. Recently completed noteworthy items include:
    - i. Library grounds clean-up was completed on August 22 by the UNH freshmen volunteer group UNH Proves.
    - ii. An HVAC leak was discovered on Aug 30 and quickly repaired by DPW.
    - iii. The Friends have concerns about air quality in their basement work space and would like the Radon level tested. A decision was made to purchase a dehumidifier for the basement ahead of radon testing.
    - iv. Staff Development Day is scheduled for Friday, Sept 16, not Sept 17.
    - v. The proposed 2023 budget has been submitted to the Town.

9. Action items from Director's report
  - a. Page hiring recommendation
    - i. Charlotte Ramsay moved to hire Clarke Hawley as a Library Page at the rate of \$10.00/hr., as well as a Substitute Library Assistant @ \$15.00/hr., pending successful reference and background checks. Kim Sweetman seconded. All in favor. Motion passed.
  - b. Substitute hiring recommendation
    - i. Robin Glasser moved to hire Sarah Sleeper as a Substitute Library Assistant at the rate of \$15.00/hr., pending successful reference and background checks. Erik Waddell seconded. All in favor. Motion passed.
10. Quarterly budget report
  - a. Sheryl projects that the 2022 annual budget will be over budget by almost \$14,000. The Trustees would be responsible to the Town for this overage.
11. Strategic Plan Operations Update
  - a. Deferred until the October meeting.
12. Update on materials challenges in NH
  - a. Sheryl discussed the most recent regional books challenge in Rochester, NH. The Rochester City Council supported the Library's collection development judgement and rejected the bid to ban the challenged books.
13. Update from Personnel/Policy Committee
  - a. Revised job description for Library Assistant - Adult Services
    - i. Revisions were discussed to align this job description with language used in the Youth Service Library Assistant job description where duties are similar.
    - ii. Robin Glasser moved to accept the job description, as revised. Erik Waddell seconded. All in favor. Motion passed.
  - b. Revised job description for Library Assistant - Youth Service
    - i. Revisions were discussed to align this job description with language used in the Adult Service Library Assistant job description where duties are similar.
    - ii. Robin Glasser moved to accept the job description, as revised. Erik Waddell seconded. All in favor. Motion passed.
  - c. Revised language in Collection Development Policy (materials challenges)
    - i. Revisions to the "Objections to Library Resources" section were suggested, including comments from the Town Attorney, to allow any individual to submit a Request for Reconsideration of a Library Resource form to the Director. Greater weight may be given to requests from eligible cardholders who are the library's constituents.
    - ii. Robin Glasser moved to accept the revision to the Collection Development Policy. Erik Waddell seconded. All in favor. Motion passed.
14. Update from Finance & Technology Committee: implementing the plan
  - a. Sheryl reported that Andy Clarke continues to purchase items identified in the 2022-2024 Technology Plan, including security cameras which have not yet been received.

## 15. Discussion of DPL 2023 Annual Appeal

- a. Reach consensus on how to use the funds raised
  - i. Recommendations from staff include an outdoor art installation environment for children/young adults with removable panels to install rotating art exhibits on the west side of the building; increase access to digital audiobooks via an OverDrive Advantage account which allows DPL to purchase additional copies and titles within Libby for exclusive use by DPL patrons; and ongoing support for electronic database resources.
  - ii. Proposal from Nancy Lambert to provide UNH summer pool passes.
- b. Do we want to widen our outreach –
  - i. Use the Library's A to Z database subscription to create a list of new Durham residents in the past 3 years.
  - ii. Among future considerations: a campaign for Giving Tuesday (following the Thanksgiving holiday), and a campaign for Planned Giving.
- c. Logistical details and schedule:
  - i. Include a tri-fold brochure outlining uses of funds raised in prior years?
  - ii. Two different letters are needed, one for new donors and one for those who have donated previously. Letters should be shorter and more bulleted, not dense.
  - iii. Appeal letters and a possible tri-fold brochure need to be ready for review at the October 13 Trustees meeting.

## 16. Adjournment

- a. Charlotte Ramsay made a motion to adjourn. Erik Waddell seconded. All in favor. Motion passed. Meeting adjourned at 9:41 pm.

Future meetings 2<sup>nd</sup> Thursday of each month **6:45 pm**. October 13, November 10, December 8, 2022.

Respectfully submitted,

Susan Wagner  
Secretary