



DurhamPublicLibrary

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**Durham Public Library**  
**Board of Trustees Meeting Minutes**  
**Thursday, February 9, 2023**  
**6:45 pm**  
**Oyster River Room of Durham Public Library**

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

Board Alternates: Kam Damtoft

Absent: Kim Sweetman, Board Alternate

Observers/Guests: Rand O'Brien, DPL Board of Trustees Candidate; Beth Newkirk, Friends Liaison

Library Staff: Library Director Sheryl Bass

1. Call to order.
  - a. Chair Robin Glasser called the meeting to order at 6:46 p.m.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. Chair Robin Glasser appointed Alternate Trustee Kam Damtoft a voting Trustee in Martie Gooze's absence. Martie entered the meeting almost immediately following Kam's appointment.
3. Approval of meeting agenda
  - a. An additional agenda item was added (Staff Resignation) following the Director's Report.
  - b. Charlotte Ramsay moved to approve the meeting agenda, as amended. Erik Waddell seconded. All were in favor. Motion passed.
4. Introduction of Rand O'Brien
  - a. Robin Glasser introduced Rand O'Brien who is a candidate for an opening on the DPL Board of Trustees at the March 14, 2023, Town elections. All the meeting attendees individually introduced themselves.
5. Public comments/Public Correspondence
  - a. Sheryl Bass reported that positive feedback was received about the Stono Rebellion Humanities Council program at the Library on Monday evening, February 6.
6. Approval of January 12, 2023 Meeting Minutes
  - a. Erik Waddell moved to approve the minutes, as amended. Charlotte Ramsay seconded. All were in favor. Motion passed. Amendments included:

- i. Item 2.a ... Martie belatedly joined the meeting via Zoom...
  - ii. Item 7.a.i Nancy Lambert asked if alternate language could be used. Erik suggested that alternate language...
  - iii. Item 8.a.iv COVID and flu illnesses among the staff in late December/early January resulted in minimal staffing...
  - iv. Item 12.a.ii.(a) Madbury Road gardens
- 7. Friends' Report – Beth Newkirk
  - a. The next Friends meeting will be held on Wednesday, February 15, 2023, and all are invited to attend.
  - b. The Friends annual membership drive will begin in February, although Beth reminded everyone that the group accepts new members all year long.
  - c. Beth met with representatives from the Madbury and Lee Friends groups in an effort to find areas where they might cooperate with each other. The representatives have decided to meet quarterly. Topics discussed included programming, budgets, meeting times, and the recruitment of younger members.
- 8. Treasurer's Report —Erik Waddell
  - a. See January Treasurer's Report
    - i. Under the "Additional Revenue for Month" line item, a cash discrepancy of \$-38.05 should be noted.
    - ii. Erik mentioned that the Trustees are spending more annually than they are receiving in fund raising, and a negative cash flow cannot be sustained over the long run. The Trustees expenses, including an annual commitment to the Town of approximately \$20,000-\$25,000 toward the Library's operating budget, are greater than the funds raised annually.
  - b. Martie Gooze moved to accept the Treasurer's Report, as amended. Andrew Sharp seconded. All in favor. Motion passed.
  - c. The transition of all the Trustees' banking to TD Bank has been completed.
- 9. Director's Report –Sheryl Bass
  - a. See Director's Report. Recently completed noteworthy items include:
    - i. The Library was unexpectedly closed on Jan 23 due to high winds and inclement weather. The Town's DPW responded quickly to remove a dangling tree branch over the Library Storywalk.
    - ii. National "Take Your Child to the Library" day (Feb 4) was a big success, drawing 85 participants.
    - iii. Lisa Kleinmann hosted a presentation (Jan 31) to a UNH Youth Adult Literature class to discuss trends in youth literature.
    - iv. Margo LaPerle has been working with the Oyster River Middle School Librarian to provide additional copies of titles in support of book discussion groups that are popping up.
    - v. Digitized collections are now available on the DPL website, including issues of the local newspaper *The Durham Paper* and the Ruth Green Collection of watercolors.

- vi. In observance of Black History Month (Feb), DPL sponsored a Humanities Council presentation by Damien Costello on the Stono Rebellion, one of our country's most historically important slave rebellions.

10. Employee Resignation – Sheryl Bass

- a. Andrew Clarke, the Library Technologist, has resigned to take a full-time position at UNH. March 1, 2023 is his separation date. His last day at the library will be Friday, February 24. He will be missed by staff and patrons alike.
- b. Charlotte Ramsay moved to accept the resignation, with regret. Martie Gooze seconded. All were in favor. Motion passed.

11. Professional Development Policy Exception

- a. Kelly Montagano, a Library Assistant in Youth Services, has expressed a desire to get her MLIS degree. She has asked if the Trustees might make an exception to the current Professional Development Policy, paying for an online course up front rather than reimbursing her once the course is satisfactorily completed. The tuition is approximately \$1,200.
- b. Members of the Board expressed reluctance to pay for a college course up front.
- c. Andrew Sharp moved to not make an exception to the current DPL Professional Development Policy. Charlotte Ramsay seconded. All in favor. Motion passed.

12. Personnel/Policy Committee – Robin Glasser

- a. Job description for Library Page - Work Study
  - i. Charlotte Ramsay moved to accept the Job Description for Library Page – Work Study, as amended. Martie Gooze seconded. All in favor. Motion passed. There was one amendment:
    - 1. Under Duties and Responsibilities, “Print patron reserve lists...”
- b. Job description for Library Page
  - i. Charlotte Ramsay moved to accept the Job Description for Library Page. Andrew Sharp seconded. All in favor. Motion passed.
- c. Job Description for Library Director
  - i. Nancy Lambert asked whether the Library has any written documentation that allows the Board to take action against staff for irresponsible and/or illegal behavior outside of the work environment, e.g., harmful social media postings. No documentation currently exists to anyone's knowledge. The Policy Committee will consult with Town Counsel about the possibility of such documentation.
  - ii. Nancy Lambert suggested several additional changes to the job description, which were noted by Sheryl Bass who will make changes in the final version.
  - iii. Susan Wagner asked whether the Committee considered adding “or equivalent” to the qualification for a Masters degree in Library/Information Science. The Committee felt strongly that the Library should require solely the MLIS, and no equivalent advanced degree.
  - iv. Susan Wagner also suggested adding wording under Duties and

Responsibilities about representing the interests of the Library within library professional organizations.

- v. Erik Waddell moved to accept the Job Description for Library Director, as amended. Martie Gooze seconded. All in favor. Motion passed.

13. Technology Committee – Sheryl Bass and Erik Waddell

- a. Sheryl and Erik reviewed the proposed changes to the Technology Plan for the 2023 calendar year. Since not all itemized pricing is finalized yet, we will revisit the approval of the changes soon once that pricing is obtained.

14. Special Projects Committee – Nancy Lambert

- a. Nancy reported that one of the landscapers previously contacted has visited the Library site. The landscaper has been asked to provide a written proposal, both for the initial design and implementation, and the ongoing maintenance.

15. Annual Evaluation of Library Director – Non-Public Session per RSA 91-A3, II(a)

- a. The Board entered non-public session at 8:40 p.m.
- b. The Board re-entered public session at 9:01 p.m.

16. Review and Acceptance of Director’s Goals for 2023-2024

- a. There was consensus to accept the Director’s goals, as amended. Amendments included:
  - i. Focusing on, and prioritizing, goals 2, 3, and 4 in that order. The Bill Schoonmaker Library of Things expansion under Goal 2 will be placed on hold until the Library Technologist position is filled. Goals 1 and 5 will also be included at the bottom of the document, but with much less emphasis placed upon them.
- b. Robin Glasser will prepare a summary to share with Sheryl for both their signatures.

17. Adjournment

- a. Andrew Sharp made a motion to adjourn. Martie Gooze seconded. All in favor. Motion passed. Meeting adjourned at 9:37 p.m.

Future meetings 2<sup>nd</sup> Thursday of each month 6:45 pm. Mar. 9; Apr. 13; May 11, 2023.

Respectfully submitted,

Susan Wagner  
Secretary