

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, January 10, 2024
6:45 p.m.
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Rand O'Brien, Charlotte Ramsay, Andrew Sharp (via Zoom), Kim Sweetman, Susan Wagner

Board Alternates: Callie Langton

Absent: Erik Waddell, Trustee; Martie Gooze, Alternate Trustee

Observers/Guests: Linda Johnson (Friends Liaison)

Library Staff: Library Director Sheryl Bass

1. Call to order.
 - a. Chair Robin Glasser called the meeting to order at 6:47 p.m.
 - i. The Board agreed to allow Trustees to vote remotely. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
 - a. Chair Robin Glasser appointed Alternate Trustee Callie Langton a voting Trustee in Erik Waddell's absence.
3. Approval of meeting agenda
 - a. Charlotte Ramsay moved to approve the meeting agenda, as amended below. Rand O'Brien seconded. All were in favor. Motion passed.
 - i. Linda Johnson replaced Nancy Schieb as Friends Liaison for this meeting.
 - ii. Lisa Kleinmann's announced retirement was added to the agenda under Item 12, Personnel/Policy Committee.
 - iii. Numbering of items was corrected as follows: 'Strategic Plan' to Item '13.', and 'Adjournment' to Item '14.'
4. Public Comments/Public Correspondence
 - a. There were no public comments or correspondence in the past month.
5. Approval of December 13, 2023 Meeting Minutes
 - a. Charlotte Ramsay moved to approve the minutes, as amended below. Callie Langton seconded. All were in favor. Motion passed.

- i. The last sentence Item 8.a.x was amended to read, “The extra percent will be funded from excess funds budgeted by the Town for Library health insurance.”
6. Friends’ Report – Linda Johnson
 - a. The Friends are reviewing their mission statement and their planned 2024 activities.
 - b. The next book donation period is January 22-27, 2024.
 - c. The next Friends meeting is scheduled for Wednesday, January 17, 2024. Friends may attend either in person or remotely on Zoom.
 - d. The next annual meeting is in February, 2024.
7. Treasurer’s Report for December 2023 — Erik Waddell
 - a. In Erik Waddell’s absence Chair Robin Glasser deferred the December report until the February meeting.
 - b. There was a discussion of the success thus far of the Annual Appeal. Contributing factors include:
 - i. An increased presence of the Appeal on social media and the Library web site.
 - ii. Improvements made to the visibility and ease of use of the PayPal payment process which have increased the number of PayPal donors during this campaign.
 - iii. Director Sheryl Bass’s consistent leadership of the Library leading to the increase in donations.
 - iv. An increase in first-time donors. Susan Wagner produced a preliminary report from the Trustees’ donor database which showed 19 first-time donors through January 10, 2024, including 7 from the Riverwoods community.
8. Director’s Report –Sheryl Bass
 - a. See Director’s Report for complete details. Recently completed noteworthy items include:
 - i. The UNH bus service has installed a bus stop right in front of the Library on Madbury Road.
 - ii. The new Library-sponsored adult book discussion group, the DPL Book Bunch, held its first meeting on Tuesday, January 9th. There were about 12 attendees, all women of different ages, and a balanced group.
 - iii. The Story Walk winter installation is up! The new book is *Winter is Here* by Kevin Henkes.
 - iv. Planning for programs conducted as part of the Oyster River Community Read is almost completed. The program begins in January and continues until mid-April. Several programs are being planned at DPL, including book discussions, lectures, and entertainment.
 - v. Our new hire Lucy Kirby started her new position as Library Assistant – Float on January 2nd.
 - vi. Sheryl is in the process of reconciling the end-of-year finances with the Town Accountant Deb Ahlstrom.
 - vii. Sheryl will be on vacation and away from the Library from January 12-January 22.
9. Director’s Action Items
 - a. Omission on 2024 calendar: close December 31, 2024 at 4:00 PM
 - i. New Year’s Eve was inadvertently left off the 2024 calendar.

- ii. Charlotte Ramsay moved to add New Year's Eve to the Library calendar with an early closing time of 4:00 PM on December 31. Kim Sweetman seconded. All in favor. Motion passed.
- b. Obtain quotes for building-wide intercom system
 - i. Director Sheryl Bass discussed that in the past there have been times when a person has been inadvertently locked into the building at closing time. Also, in an emergency there is no way to notify everyone in the building of the situation. A building-wide intercom system would help to solve these problems. Wireless intercom units are estimated at around \$1,000.
 - ii. There was consensus that Sheryl should obtain quotes for a building-wide intercom system from the company that supplies the Library's security cameras.

10. Preliminary Quarter 4 Budget Report

- a. The Library needed to offset the Wages and Benefits deficit in 2023, as well as several other smaller deficits on other line items. A large surplus on the Technology line caused by the cancellation of long-standing orders for wireless access points, plus additional surplus amounts on several other budget line items, has left a small net deficit of \$161 at this time.

11. Technology Plan Update

- a. Every item was completed on the Technology Plan for 2023, with the exception of the cancellation of the wireless access points order which has been unfilled since 2022. Director Sheryl Bass will follow up with a written overview of the Technology Plan implementation for 2023.

12. Personnel/Policy Committee

- a. Recommended changes to Meeting Room Policy
 - i. The Committee met last week to discuss additional revisions to the Meeting Room Policy. Patrons are asking to use the room for reasons other than stated in the current Policy.
 - ii. Director Sheryl Bass reviewed the proposed written revisions, and she will further review the language in the document for gender consistency.
 - iii. Charlotte Ramsay moved to accept the recommended changes to the Meeting Room Policy. Andrew Sharp seconded. All in favor. Motion passed.
- b. Draft questionnaire for the Director evaluation
 - i. Chair Robin Glasser distributed a proposed questionnaire. It is similar to previous evaluation questionnaires, and it will be distributed to Trustees as a Survey Monkey online survey for their responses.
 - ii. There was consensus to accept the proposed questionnaire for the Director's annual evaluation, as amended below.
 - 1. Item 18 will now read, "Cultivates and models a patron-first service priority among the staff."
- c. Lisa Kleinmann's Retirement
 - i. Lisa Kleinmann, Head of Youth Services, submitted her notice to retire from the Library after 14.5 years on the staff. Her last day will be Friday, February 9, 2024. She will certainly be missed by everyone in the DPL community.
 - ii. There is a strong internal candidate who can act as Interim Head of Youth Services, and after some discussion it was decided to appoint Library Assistant Kelly Montagano to that role while staff and the Personnel/Policy Committee take a pause to discuss any

changes to the current job description and department prior to advertising for the permanent position.

- iii. Susan Wagner moved to appoint Kelly Montagano as Interim Head of Youth Services (details of job description to be created), at an hourly rate of \$25/hr., for up to 90 days. Charlotte Ramsay seconded. All in favor. Motion passed.

13. Strategic Plan

- a. Recap 2023 Goals and Activities
 - i. Director Sheryl Bass will send a recap of her progress toward her 2023 goals for discussion at the February Trustees meeting.
- b. Approve 2024 Goals and Activities
 - i. Approval has been deferred until the February Trustee meeting.

14. Adjournment

- a. Andrew Sharp made a motion to adjourn. Rand O'Brien seconded. All in favor. Motion passed. Meeting adjourned at 8:16 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. February 14, 2024; March 13, 2024; April 8, 2024.

Respectfully submitted,

Susan Wagner
Secretary