

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, February 14, 2024
6:45 pm
Oyster River Room of Durham Public Library

In Attendance: Robin Glasser, Charlotte Ramsay, Andrew Sharp, Kim Sweetman, Erik Waddell

Board Alternates: Martie Gooze, Callie Langton

Absent: Susan Wagner, Rand O'Brien (recently deceased)

Observers/Guests: Linda Johnson (Friends Liaison), Susan Geib

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 Susan Wagner's absence, and Alternate Trustee Martie Gooze a voting Trustee in Rand O'Brien's absence.
3. Approval of meeting agenda
 - a. Erik Waddell moved to approve the meeting agenda. Charlotte Ramsay seconded. All were in favor. Motion passed.
4. Guest Susan Geist
 - a. Trustees were saddened to learn of the passing of Trustee Rand O'Brien on Friday, February 2, 2024. His spouse, Susan Geist, joined the meeting to share some thoughts about her late husband.
5. Public comments/Public correspondence
 - a. Director Sheryl Bass shared a public comment critical of a pilot sanitary product program, EV charging, and other topics.
 - b. Chair Robin Glasser shared a note of thanks from Lisa Kleinmann, recently retired Head of Youth Services.

6. Approval of January 10, 2024 Meeting Minutes
 - a. Charlotte Ramsay moved to approve the minutes of January 10, 2024, as presented. Kim Sweetman seconded. All were in favor. Motion passed.

7. Friends' Report – Linda Johnson
 - a. February is the annual Friends membership drive.
 - b. The Friends Annual Meeting will be held on Wednesday, February 21, 2024. The agenda includes electing new officers, amending by-laws, and approving the 2024 spending plan.
 - c. During the month of February, Hannaford's supermarket is donating \$1 to the Friends for the purchase of every Hannaford's reusable shopping bag.
 - d. Charlotte Ramsay shared that the upcoming Friends meeting is a time to honor Beth Newkirk for her service to the Friends. Charlotte plans to attend the meeting for that purpose.

8. Treasurer's Reports for December 2023 and January 2024 — Erik Waddell
 - a. See Treasurer's Reports for complete details
 - b. December 2023 Report
 - i. Erik noted that the Certificates of Deposit balances are currently benefitting from more favorable interest rates.
 - ii. Chair Robin Glasser moved to accept the December 2023 Treasurer's Report, as presented. Martie Gooze seconded. All in favor. Motion passed.
 - c. January 2024 Report
 - i. Erik noted that the 2023-2024 Annual Appeal has raised \$20,173 to date, which is more than the entire 2022-2023 yield (\$18,000).
 1. There was some discussion about which strategies improved the success of the Appeal. Social media data can help to reveal what resonated and what didn't. Examples include noting when posts were made and when donations were received, and creating separate URL links for different communications in an effort to collect information about what people are responding to. There may also be factors beyond our control. Director Sheryl Bass suggested that Kim Sweetman, Callie Langton, and she meet around this time annually to review previous and future Appeal strategies.
 - ii. Kim Sweetman moved to accept the January 2024 Treasurer's Report, as presented. Martie Gooze seconded. All in favor. Motion passed.

9. Director's Report –Sheryl Bass
 - a. See Director's Report for complete details. Recently completed noteworthy items include:
 - i. The vendor for the carpet and tile cleaning was unable to complete cleaning the tile in the library entryway. Much to everyone's

surprise (and DPW's!) the entire first floor of the library has radiant heat installed under the flooring. To clean the surface, the radiant heat must be turned off for 16 hours.

1. After some discussion there was consensus to change the date for floor cleaning to near the staff development day.
- ii. Assistant Director Audra Lewis, Programming & Outreach Assistant Debbie Jarvis, and Library Director Sheryl Bass were present and participated in the Kick-off event for the Oyster River Community Reads. The kickoff was a huge success with 80 attendees at the function held at St. Thomas Church. It was a great networking opportunity between staff and DPL patrons.
- iii. Head of Youth Services Lisa Kleinmann's retirement luncheon and story walk dedication ceremony on Thursday, Feb. 8th was a success! The luncheon was attended by multiple Trustees, staff members, and Library Friends. Lisa was very grateful and reported that she felt well-loved and would miss us all. The patron drop-in event the following day was also well attended and included visits by kids, parents, former employees, and Town Administrator Todd Selig.
- iv. Assistant Director Audra Lewis is on vacation until Friday, February 23, 2024.
- v. The Library has spent 14.27% of its operating budget. Director Sheryl Bass continues to work with the Town Accountant to finalize the Town invoice to the Trustees.
- vi. A donation to the Library on behalf of the Carden Welsh family was sent care of the Town of Durham. The money was processed as grant funds.
- vii. On Thursday, January 18, Monkey Mind Escape Rooms chose DPL to receive 10% of the revenue they earned that day. Owner Larry Vannatta sent a check for \$224, to be used in the Youth Services Department.

10. Director's Action Items

- a. 2024 calendar: change staff development date to Friday, March 15, 2024 instead of February 16
 - i. There was consensus among board members to change the staff development date to Friday, March 15.
- b. Hiring recommendation for substitute
 - i. Director Sheryl Bass recommended Max Graykin as a new Substitute Library Assistant at an hourly rate of \$15.00/hr., pending a successful FBI background check.
 - ii. Charlotte moved to hire Max Graykin as a new Substitute Library Assistant at an hourly rate of \$15.00/hr., pending a successful background check and probationary period. Andrew Sharp seconded. All in favor. Motion passed.

11. Dedication plaque in honor of Lisa Kleinmann's many years of service
 - a. Chair Robin Glasser recommended that a plaque be installed along the outdoor story walk in honor of Lisa Kleinmann. Lisa retired from DPL on Friday, February 9, 2024.
 - b. Erik Waddell moved to approve a plaque for the Lisa Kleinmann story walk to honor her many years of service to the Youth Services program at DPL. Martie Gooze seconded. All in favor. Motion passed.

12. Personnel/Policy Committee
 - a. Recommended changes to Inter-Library Loan Policy
 - i. Director Sheryl Bass made recommendations to modify several areas of the Library's Inter-Library Loan Policy, including DPL's response time for new requests; renewals and fees for ILL materials; cost of overdue, damaged, or lost items; and the response time to ILL requests received by DPL.
 - ii. Charlotte Ramsay moved to accept the changes as presented by Sheryl. Andrew Sharp seconded. All in favor. Motion passed.
 - b. Recommended promotion of Kelly Montagano to Head of Youth Services
 - i. Director Sheryl Bass recommended that Kelly Montagano be promoted to the role of Head of Youth Services, as a full-time exempt position at a salary of \$48,750. Sheryl noted that the Town does not always post jobs, but has a history of promoting from within.
 - ii. Charlotte Ramsay moved to promote Kelly Montagano to Head of Youth Services as of February 12, 2024 (retroactive), at a full-time exempt salary of \$48,750. Martie Gooze seconded. All in favor. Motion passed.
 - c. Discussion of the actual accrual rate for vacation for full-time exempt positions. Chair Robin Glasser moved that Kelly Montagano receive 14 hours of vacation time per month. Andrew Sharp seconded. All in favor. Motion carries.

13. Annual Evaluation of Library Director - *Non-Public Session in accordance with RSA-91-A:3,II*
 - a. The Board entered non-public session at 8:30 p.m.
 - b. The Board re-entered public session at 8:40 p.m.
 - c. Chair Robin Glasser moved to accept the Personnel/Policy Committee's recommended performance bonus of \$1,000, to be paid from the Unrestricted Operations Fund over and above the 3% COLA, for Director Sheryl Bass, for her outstanding work in 2023. Erik Waddell seconded. All in favor. Motion passed.

14. Review of Director's Goals for 2024/2025
 - a. Trustees provided feedback for the goals presented by Director Sheryl Bass, and she will revised the goals for the next meeting.

15. Adjournment

- a. Erik Waddell made a motion to adjourn. Charlotte Ramsay seconded. All in favor.
Motion passed. Meeting adjourned at 8:59 p.m.

Future meetings 2nd Wednesday of each month **6:45 pm**. March 13, 2024; April 10, 2024; May 8, 2024.

Respectfully submitted,

Susan Wagner, Secretary

From notes provided by Kim Sweetman