

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, November 13, 2024  
6:45 pm  
Heritage Room of Durham Public Library

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In Attendance: Robin Glasser, Callie Langton, Charlotte Ramsay, Andrew Sharp, Kim Sweetman, Erik Waddell, Susan Wagner

Board Alternates: Kat Gatcomb, Beth Newkirk

Absent: Friends Liaison Linda Johnson, Alternate Trustee Martie Gooze

Observers/Guests: None

Library Staff: Library Director Sheryl Bass

1. Call to order.
  - a. Chair Robin Glasser called the meeting to order at 6:48 p.m.
    - i. A quorum of 5 was physically present.
2. Chair appointment of Alternate Trustee to serve as voting member
  - a. No appointment needed.
3. Approval of meeting agenda
  - a. Kim Sweetman moved to approve the meeting agenda, as presented. Charlotte Ramsay seconded. All were in favor. Motion passed.
4. Public Comments/Public Correspondence
  - a. No public comments or correspondence received.
5. Approval of October 9, 2024 Meeting Minutes
  - a. Erik Waddell moved to approve the minutes, as presented. Andrew Sharp seconded. Motion passed. Kim Sweetman, Charlotte Ramsay, and Callie Langton abstained from the vote since they were not in attendance at this meeting.
6. Friends' Report – Linda Johnson
  - a. Director Sheryl Bass reported in Linda Johnson's absence.

- i. Sheryl could not report a final dollar amount from the recent Friends book sale since she wasn't at the library on Saturday when the sale closed.
  - ii. The October Friends meeting was cancelled so there was no meeting report. The next Friends meeting is scheduled for Wednesday, November 20. There will be a belated celebration of National Friends of the Library Week which was October 20-26.
  
- 7. Treasurer's Report for October 2024 — Erik Waddell
  - a. See Treasurer's Report for complete details
  - b. The Library began accepting online payments via Square payment processing in September. Some copier & lost book fees were paid via Square in October. There is now a separate line item under Expenditures for Square processing fees.
  - c. Andrew Sharp moved to accept the Treasurer's Report, as amended below. Callie Langton seconded. All in favor. Motion passed.
    - i. The October Annual Appeal amount was adjusted from \$1,155 to \$655. A November donation was mistakenly included in the October report.
  - d. Authorization to roll over CDs
    - i. CD rates are currently going down. Erik recommended rolling over the two CDs maturing on December 16 for either a 3-year or 5-year period. Three-year CDs currently pay a higher rate than 5-year CDs. There was consensus to invest the \$50K (principal only) Restricted Endowment funds in a 5-year CD, and the \$200K (principal and interest) Facilities Fund in a 3-year CD. The Endowment Fund CD interest will be moved to the Restricted Endowment bank account. An official vote will be taken at the next Trustee meeting scheduled for December 11.
  
- 8. Director's Report –Sheryl Bass
  - a. See Director's Report for complete details. Recently completed noteworthy items include:
    - i. The additional security cameras and software have been installed. A hard drive had failed in the DVR and was replaced. The unbudgeted expense was \$550.
    - ii. Assistant Director Audra Lewis designed a Google Forms workaround to temporarily replace the Eventkeeper software which was abruptly discontinued by the Plymouth Rocket Company. The software had been used to register patrons for Library programs. Since the Library website platform must also be replaced, it has been decided to replace both platforms simultaneously to ensure proper integration.
    - iii. Durham Public Works has installed the plaque commemorating retired Head of Youth Services Lisa Kleinmann along the storywalk.
    - iv. Programs and activities continue to be well attended.
      - 1. Adult events included an artist talk by Susan Throckmorton; the French discussion group; a reception for Ember Nevins, the

Library's November artist; a presentation and food sampling by cookbook author Tammy Dunroe Inman; and both beginners and more advanced Mah Jong groups.

2. Youth events included a Fall/Halloween-themed story time at Growing Places which may turn into a monthly event. The Library's Teen Advisory Board (TAB) which is focused on giving back to the community created early literacy bags for the Community Action Partnership of Strafford County. And, a 'mud kitchen' has been purchased and will be used when warmer weather returns.
- v. The Library has spent 85% of its annual operating budget.
- vi. Staff have also been busy networking around the community. Assistant Director Audra Lewis attended the Downtown Trick-or-Treat event on Main Street. The Library and Durham Parks and Rec are partnering on a Family Winter Bongo activity. Director and NHLA Treasurer Sheryl Bass presented at the NHLA Fall Business meeting in Plymouth, NH, on November 7. Volunteers were orchestrated to clean up part of the Library basement while it was mostly empty of books during the recent Friends book sale.

## 9. Director's Action Items

### a. Access points

- i. See the written purchasing recommendation for details.
- ii. The Library's Technology Plan originally listed two MR-16 wireless access point devices and accompanying licensing for purchase in 2022 for an estimated \$1,838.34. Due to post-COVID supply shortages the purchase was moved forward to 2023, then to 2024. During the lapsed time, both the recommended speed of the units, and the price increased. Consequently, the recommendation exceeded the budget by \$2,265.85.
- iii. Charlotte Ramsay moved to approve the expenditure of \$4,104.19 for two new MR-57 wireless access points and supporting software licenses, including Meraki warranty, with payment to come from the Facilities Fund. Andrew Sharp seconded. All in favor. Motion passed.

### b. Museum Policy revision

- i. Director Sheryl Bass recommended the addition of the following statement to Item 4 in the current policy, "The Library Director reserves the right to limit reservations to one pass use per family for high demand museum special events." The intent is to limit the booking of the same pass within a short time because the patron is unsure of their visiting date.
- ii. Robin Glasser moved to add the above statement to the Museum Pass policy Item 4. Charlotte Ramsay seconded. All in favor. Motion passed.

10. Strategic Planning Committee Report

- a. Director Sheryl Bass reported that the Library is planning to distribute a targeted survey asking to what extent it has met the goals and objectives of the current strategic plan. In addition, small focus groups will be formed to discuss the results of a needs assessment which will assist the Library in creating an updated strategic plan.

11. Consensus for Staff Holiday Bonus

- a. For the past two years the Trustees have provided a holiday bonus of \$130 per staff member.
- b. After a brief discussion Charlotte Ramsay moved to allocate \$150 per staff person for 2024 holiday bonus which will be funded from the Unrestricted Operations fund. The \$150 amount was agreed upon by consensus.

12. Adjournment

- a. Erik Waddell made a motion to adjourn. Callie Langton seconded. All in favor. Motion passed. Meeting adjourned at 8:11 p.m.

Future meetings 2<sup>nd</sup> Wednesday of each month **6:45 pm**. December 11, 2024; January 8, 2025; February 12, 2025.

Respectfully submitted,

Susan Wagner  
Secretary