

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, March 10, 2021  
6:45 pm  
Meeting Held by Zoom

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In Attendance: Charlotte Ramsay, Andrew Sharp, Nancy Webb, Robin Glasser, Erik Waddell, Anne Knight

Absent: Carolyn Singer

Board Alternates: Stan Reczek, Martie Gooze

Observers/Guests: Susan Herhold, Susan Wagner

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
    - a) The meeting was called to order by Chair Charlotte Ramsay at 6:47 p.m.
  - 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
    - a) Charlotte Ramsay appointed Stan Reczek as voting trustee in place of Nancy Webb and Martie Gooze as a voting trustee in place of Carolyn Singer.
    - i) Nancy Webb left the meeting at 6:53 p.m.
  - 3) Approval of Meeting Agenda
    - a) A motion to approve the agenda was made by Anne Knight and seconded by Robin Glasser. All were in favor. Motion passed.
  - 4) Approval of minutes (1/27/21 and 2/10/21)
    - a) 1/27 Anne Knight made a motion to approve, Robin Glasser seconded. All were in favor, motion passed
    - b) 2/10 Anne Knight made a motion to approve, Robin Glasser seconded. All were in favor, motion passed.
1. Public Comments/Public Correspondence
    - a. Mary Anne Krebs wrote to the library voicing her displeasure that library cards could not be renewed remotely.
      - i. Sheryl Bass was able to help her renew her card over the phone.
  2. Friends' Report – Susan Herhold
    - a. Executive Meeting February 22, 2021
      - i. Will start a Monthly newsletter
      - ii. General Meeting on April 14<sup>th</sup>
        1. Start of a series of presentations by library staff featuring Jess Ross and her book art projects
      - iii. Friends decided not to donate books to a scholarship fund
        1. Passed opportunity on to Friends membership who might be interested

3. Treasurer's Report for February 2021 – Anne Knight
  - a. See Treasurer's Report
  - b. Martie Gooze made a motion to approve the treasurer's report. Erik Waddell seconded. All were in favor, motion passed.
  
4. Director's Report
  - a. Recommendation to keep Covid restrictions at the same level
    - a. Sheryl Bass recommended that current Covid restrictions remain in place for the time being.
    - b. Trustees reached consensus that current Covid restrictions should remain in place.
  - b. Tree management on Library property
    - a. Library was forced to close at 2:00 p.m. on Tuesday, March 2<sup>nd</sup> due to 2 trees being blown down on the library property
      - i. One missed the building by inches. One fell across the parking lot.
    - b. Two other trees on property should come down.
      - i. One tree that should also be removed is near the burial ground behind the building.
      - ii. Sheryl received a recommendation that ground penetrating radar should be down at edges of the burial ground to be sure that no bodies are still in the ground.
  - c. Server situation
    - a. The situation is complicated, but a temporary fix was created.
  - d. Minute Man security will test/update fire alarms
    - a. Durham facilities personnel believe this will resolve lingering issues with the Library's fire alarm.
  - e. New York Times Digital informed the Library that they will drop Durham if library doesn't agree to a \$800+ price increase.
    - a. Trustees reached consensus that the Library should continue the NY Times digital subscription, even with the price increase.
    - b. But the Trustees are annoyed by the price increase.
    - c. NY Times has a small number of users, but they use it a lot.
  - f. Update on the use of Bill Schoonmaker memorial funds
    - a. Family of Bill Schoonmaker is fully supportive of using memorial funds for the Library of Things.
  
5. Discussion and vote on granting Anne Knight life-time membership in the Durham Public Library in recognition of dedicated service.
  - a. Martie Gooze made a motion to grant life-time membership in the Durham Public Library to Anne Knight, beginning when she moves away from Durham. Erik Waddell seconded. 6 were in favor with 1 abstention. Motion passed.
  
6. Report from the Policy/Personnel Committee—Robin Glasser
  - a. Follow-up on comp time for full-time employees
  
  - b. Discussion on Board procedure for adopting new policies
    - i. Policy/Personnel Committee recommends that Board should be able to vote on proposed policies after a single reading because policies are first reviewed by the Personnel and Policy Committee.
    - ii. Voting on a proposed policy can be delayed if Board Members feel that is necessary.

- iii. The Board reached consensus to accept this change.
  - c. Review and possible vote on new Programming Policy
    - i. Robin Glasser made a motion to accept the new Programming Policy. Andrew Sharp seconded. Motion passed unanimously with the understanding that the policy will be re-written to clearly delineate what is permitted and what is not permitted.
  
- 7. Report from the ad hoc Trustee by-laws committee- Stan Reczek  
General approach and proposed timeline
  - a. Goal is to have a proposed draft of 4-5 pages for review at April 14<sup>th</sup> meeting.
  
- 8. Report from the Strategic Plan Planning Committee –Erik Waddell
  - a. Interviews have started with stakeholders.
  - b. In information-gathering process
  - c. Beth Newkirk has joined the Strategic Plan Planning Committee
  
- 9. Report from the Technology Committee – Sheryl
  - a. Goal is to have a revised technology plan completed and voted on by the end of 2021.
  
- 10. Adjournment
  - a. Robin Glasser made a motion to adjourn. Martie Gooze seconded. All were in favor. Motion passed.

Respectfully submitted by Andrew Sharp