

Durham Public Library  
Board of Trustees Meeting Minutes  
Wednesday, April 14, 2021  
6:45 pm  
Meeting Held by Zoom

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In Attendance: Charlotte Ramsay, Anne Knight, Stan Reczek, Robin Glasser, Andrew Sharp, Erik Waddell, Susan Wagner

Absent:

Board Alternates: Martie Gooze

Observers/Guests: Lai Lai Jenkins, Susan Herhold

Library Staff: Library Director Sheryl Bass

- 1) Call to Order
  - a) The meeting was called to order by Chair Charlotte Ramsay at 6:46 p.m.
- 2) Chair Appointment of Alternate Trustees to Serve as Voting Trustees
  - a) Charlotte Ramsay appointed Martie Gooze to act as a voting trustee in place of Susan Wagner.
  - b) Martie Gooze unappointed when Susan Wagner joined the meeting at 6:56 p.m.
- 3) Approval of Meeting Agenda
  - a) A motion to approve the agenda was made by Anne Knight and seconded by Stan Reczek. All were in favor. Motion passed.
- 4) Election of Board Officers
  - a) Charlotte Ramsay made a motion to nominate Charlotte Ramsay as Chair, Robin Glasser as Vice Chair, Erik Waddell as Treasurer and Andrew Sharp as Secretary. Martie Gooze seconded. All were in favor. Motion passed.
- 5) Set meeting dates and time for the coming year
  - a) Charlotte Ramsay asked the trustees if they would be willing to move meetings to Thursday evenings to accommodate Kam Damtoft, a prospective Board Alternate who cannot attend meetings on Wednesdays
    - i) The Board reached consensus to move meetings to Thursday evenings.
- 6) Approval of minutes of 3/10/2021
  - a) Anne Knight made a motion to approve the minutes from 03/10/2021. Robin Glasser seconded. All were in favor with minor corrections made. Motion passed.
- 7) Susan Wagner joined the meeting at 6:56 p.m.
  - a) Martie Gooze was returned to Alternate Trustee status by Chair Charlotte Ramsay.
- 8) Public Comments/Public Correspondence
  - i) Letter from a family who donates to the Library thanking library and Children's staff for always choosing good books
  - ii) NHSPCA Youth Compassion Project donations

- iii) Certificate from Census Bureau for participating in 2020 census
- 9) Friends' Report – Susan Herhold
  - a) Meeting earlier on 4/14/2021
    - i) Highlight was Jess's presentation on book craft arts
    - ii) Report from library director Sheryl Bass about what's going on at the library
    - iii) Friends have added NH State Park pass to museum passes
    - iv) Looking for volunteers to help with book store.
- 10) Public Hearing about Accepting 2020-21 Appeal Funds
  - a) At 7:11 p.m. Chair Charlotte Ramsay declared that the meeting moved into public session to discuss accepting 2020-21 Annual Appeal funds
    - i) \$22,387.38 in donations.
    - ii) Some trustees expressed interest in knowing how much was donated through PayPal versus check and cash.
    - iii) Charlotte Ramsay made a motion to accept \$22,387.38 in 2020-21 Annual Appeal funds, plus any accrued interest, to be used as outlined in the annual appeal letter and in a manner consistent with the Library's mission. Robin Glasser seconded. All were in favor. Motion passed.
- 11) Treasurer's Report for March 2021 – Erik Waddell
  - a. See Treasurer's Report.
  - b. Charlotte Ramsay made a motion to approve the treasurer's report, as amended. Robin Glasser seconded. All were in favor, motion passed.
- 12) Director's Report
  - a. See Written Report
- 13) Discussion of plans to modify Covid restrictions at the Library
  - a) See Director's Library Occupancy and Services Recommendation
    - i) Andrew Sharp asked about plans to end contactless pick-up. Sheryl Bass pointed out that it has been a very popular service and there are no plans to end it at this point and it may continue indefinitely.
    - ii) Sheryl Bass said that hours set aside for high-risk patrons would continue 10:00 a.m. – 12:00 p.m.
    - iii) The Board reached consensus on accepting the proposed recommendations.
- 14) Report from the Policy/Personnel Committee—Robin Glasser
  - a) Review and vote on revised Meeting Room Policy –Robin
    - i) Stan Reczek expressed a hope that policies will have a more welcoming tone in the future. Susan Wagner agreed.
    - ii) Robin Glasser made a motion to accept the revised Meeting Room Policy. Stan Reczek seconded. All were in favor. Motion passed.
  - b) Discussion and vote on recommended title changes for two employees –Charlotte
    - i) Currently there are 3 staff with the word "director" in their title. This might cause confusion since by-laws address the library director.
    - ii) Stan Reczek moved to accept the change to Jess and Lisa's titles to Head of Youth Services and Head of Adult Services. Erik Wadell seconded. All were in favor. Motion passed.
- 15) Martie Gooze left the meeting at 8:25 p.m.

16) Report from the ad hoc Trustee by-laws committee- Stan Reczek

- a) After discussions with Todd Selig, Sheryl Bass, and others, Stan discovered that there's no clear definition of what constitutes a quorum.
  - i) Currently a quorum is 5 of 7 trustees.
  - ii) A gathering of 4 trustees is considered a meeting and would need to be posted at least 24 hours in advance.
  - iii) Trustees decided to stay with a quorum of 5.

17) Report from the Strategic Plan Planning Committee –Erik Waddell

- a) Interviews with stakeholders continue and are providing interesting insights
- b) Researching projected trends in libraries
- c) Michael Berendt has agreed to join the Strategic Plan Steering Committee

18) Report from the Technology Committee – Sheryl Bass

- a) The Trustees reached consensus to accept the recommendations of the Committee to spend \$16,783.12 on technology purchases as recommended by the Technology Committee.
- b) Expenditures include: (1) staff laptop, (1) Star Printer (children's desk), (2) circulation computers, (2) public computers, (4) iPads, (1) X-Box, (1) X-Box Gold Annual Plan, (2) wireless access points (Units), (2) wireless access points licensing, (2) network switches, (2) network switch licenses

19) Discussion of Alternate Trustees and vote on recommendation to the Town Council

- a) Lai Lai Jenkins expressed interest in serving as an Alternate Trustee. The Board agreed to recommend her to the Town Council for appointment. Martie Gooze was previously recommended to Town Council for appointment as Alternate Trustee.

20) Reminder regarding NHLTA webinar for Library trustees: April 24 and June 7

21) Adjournment

- a) Erik Waddell made a motion to adjourn. Anne Knight seconded. All were in favor. Motion passed. Meeting adjourned at 9:00 p.m.

Respectfully submitted by Andrew Sharp, Secretary