

Durham Public Library
Board of Trustees Meeting Minutes
Wednesday, September 9, 2020
6:45 pm
Meeting held by Zoom

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

Board Alternates: Martie Gooze

Observers/Guests: Nick Gagnon, Susan Herhold

Library Staff: Library Director Sheryl Bass, Emerging Technology Library Assistant Nick Gagnon

- 1) The meeting was called to order by Chair Charlotte Ramsay at 6:46 p.m.
- 2) A motion to approve the agenda was made by Robin Glasser and seconded by Carolyn Singer. All were in favor.
- 3) Approval of Minutes
 - a) Erik Waddell made a motion to approve the minutes and seconded by Anne Knight. Ramsay, Sharp, Knight, Waddell, Glasser and Webb voted in favor. Singer abstained. Motion passed.
- 4) Public Comments/Public Correspondence
 - a) Mary Anne Krebs emailed and called to urge the Library to make online renewal of library cards for three years possible rather than requiring in-person renewal.
 - b) Martie Gooze shared that Lisa Kleinmann did a great job choosing books for her grandchildren.
- 5) Friends' Report
 - a) Sent letters to prospective members letting them know about Friends' activities to try to recruit people for the Executive Committee.
 - b) Are working on revising the Friends' website
 - c) Will be scheduling a zoom meeting for Friends to catch up and discuss ideas for activities.
- 6) Treasurer's Report for August 2020 – Anne Knight
 - a) See written report.
 - b) Andrew Sharp moved to accept unanticipated revenues of \$91.89. Nancy Webb seconded. All were in favor. Motion passed unanimously.
- 7) Director's Report
 - a) See Director's Report document
 - i) Introduced Nick Gagnon to the Board as Emerging Technology Library Assistant
 - ii) Sheryl Bass asked for the Board's input on whether to schedule an annual carpet cleaning.
 - (1) Reduced traffic in Spring has prevented carpets from getting as dirty as usual
 - (2) Martie Gooze recommended annual cleanings in April
 - iii) UNH library has been working with Durham library to deliver materials to emeriti faculty who cannot enter Dimond Library due to lack of COVID testing.
 - iv) Library staff are at a heightened level of anxiety due to COVID spreading events at fraternity houses nearby.
 - (1) But all patrons continue to comply with regulations with no problems
 - v) Library Card Month

- (1) Sheryl has met a number of people who were not aware that they were eligible for a library card. Anyone employed by Oyster River Cooperative School District, the Town of Durham, or a Durham business is eligible for a free library card, renewed annually.
 - (2) Discussion of how to verify residency for online card applications
 - (a) Sheryl will research and come back to the Board with a recommendation
 - vi) Summary of proposed 2021 Budget
Meeting with Town 9/17 2:30 via zoom to review the proposed 2021 budget.
 - vii) Interlibrary Loan is due to be restored on September 15th
 - viii) Planting of two redbud trees in memory of Bill Schoonmaker
 - (1) Trees have been chosen and will be planted soon
 - ix) Sheryl shared how pleased and impressed she is with her staff and how well they have adjusted to delivering services online during COVID pandemic.
 - x) Mid-year staff check-in has been completed.
 - xi) Sheryl Bass asked for approval from the Board to purchase a laptop for Emerging Technologies library assistant Nick Gagnon
 - (1) Carolyn Singer made a motion to accept the Library Director's request to spend up to \$1500.00 from the Prior Year Annual Appeal Sub Account on a new laptop for Emerging Technologies Library Assistant. Nancy Webb seconded. All were in favor. Motion passed unanimously.
- 8) Nancy Webb left the meeting at 7:58 p.m.
a) Charlotte Ramsay appointed Martie Gooze to act as a voting trustee at 8:07 p.m.
- 9) Discussion and vote on Covid-19 Response Plan
a) Robin Glasser made a motion to approve the COVID-19 Response Plan as proposed by Sheryl Bass. Carolyn Singer seconded. All were in favor. The motion passed unanimously.
- 10) Two proposed policies were discussed. The Board will vote on these at a subsequent meeting.
a) Lost Item Fee Collection Policy and Procedures
b) Camera Policy and Borrower's Agreement
- 11) Plan for 2020-21 Annual Appeal was postponed till 9/23/2020 meeting
- 12) Discussion of possible candidates for 2 Alternate Trustee positions
a) Began discussion but will continue at 9/23/2020 meeting.
- 13) Discuss and set Board meetings (via zoom) for the rest of 2020 postponed until 9/23/2020.
- 14) Adjournment
a) Carolyn Singer made a motion to adjourn. Erik Waddell seconded. All were in favor. Motion passed. Meeting adjourned at 8:42 p.m.

Proposed future DPL Board Meetings (via zoom)

Wednesday, September 23, 2020

Wednesday, October 14, 2020

Wednesday, October 28, 2020

Wednesday, November 18, 2020 (since 11/11 is Veterans Day)

Wednesday, December 9, 2020

Respectfully submitted by Andrew Sharp, Secretary