

**Board of Trustees Meeting Minutes  
Meeting Room Side A  
Monday, March 18, 2024**

**Present:** Rachael Armstrong (Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Margaret Ives, Meryle Zusman (Trustee Alternate), Erin Spencer (Town Council DPL Liaison), Eric Stern (Director), Lisa Carvalho (Recording Secretary)

**Absent:** Elizabeth Greenberg (Vice Chair), Victoria Austin (Trustee Alternate),

The Meeting was called to order at 6:35 by Trustee Armstrong.

**PUBLIC SESSION:**

**Amendments to Agenda:**

- Trustee Cataldo requested to add a discussion of the NHTLA Spring Conference on June 5, 2024, to the agenda.
- Trustee Powers requested to add a discussion of the Board Officers to the agenda.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting, held on February 12, 2024, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.*

*Motion to accept the Minutes of the Policy Committee meeting held on March 6, 2024, by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 6-0.*

**Treasurer's Report:**

- Trustee Powers opened the floor to questions. Trustee Cataldo referred to page 1 of the General Fund Monthly Budget Report, inquiring about the percentage of the budget that has been expended YTD. Trustee Powers responded that the Budgeted Expense line reflects the budget approved by the Town of Derry. The amount expended FYTD was corrected to 70.9%. If each month were expended equally the budget should be 66.7%. DPL is presently overbudget. Trustee Powers noted that the additional Revenue line is unusual. This is on the agenda to discuss. There were unanticipated expenses in the last few months, of which our insurance company, Primex, has provided reimbursement in the amount of \$6,000.00. This has been credited to the General Fund toward the expense. The valve replacement was paid for by the Capital Reserve. In the General Fund, our budget in revenue has been adjusted for a Capital Reserve release, but it has not been credited, which would net out the expense. She suggested that this will balance by May 2024. The \$6,000.00 will grow to approximately \$16,000.00 in revenue to net against expenses that we have already incurred, that is reflected in the Expended amounts.
- Trustee Powers expressed concern regarding the impact of the unanticipated expenses on the bottom line budget. Director Stern Stated that DPL's budget should rebound for the remainder of FY 24 with personnel expenses decreasing recently. Trustee Powers felt comfortable stating that the General Fund will be expended in its entirety by the end FY24.

- Trustee Lindenberg inquired whether all unexpected invoices have been received. Trustee Powers responded that there may be a March invoice for work completed in February
- Trustee Armstrong inquired if we have considered the impact of Londonderry being added to GMILCS and fewer Londonderry residents being issued DPL cards. Director Stern responded that this was discussed at last week's management meeting. DPL's fees are currently the lowest amongst GMILCS libraries. Trustee Powers added that although we have submitted our General Funds budget for FY25, we don't typically set the Special Fund budget until July or August each year. Director Stern reported that there are approximately 30 Londonderry residents that have cards issued at DPL, each at \$50.00 annually. They will now be able to utilize DPL without paying that fee. Trustee Marcotte noted that this was \$1,500.00 in lost annual fees to DPL and agreed that this be an agenda item in April.

#### **Director's and Staff Reports:**

- Director Stern discussed an article that he brought about eBooks and downloadable expenses. This will take on greater importance over time, as library collections tend more toward downloadables and away from tangible media. The article notes, as Director Stern has stated for a while, that e-resource pricing is unsustainable for public libraries. Lengthy Board discussion ensued, and while there is no easy answer, the Board is aware of the issue and will keep this in mind moving ahead. The publisher's actions may be understandable in this age of streaming and downloading, but it does not bode well for libraries. Director Stern gave the example of the publishers charging a citizen \$18.00 for an eBook and the library is charged \$85.00, the eBook is going to expire after 20-30 loans and then must be renewed for an additional \$85.00. There is also a push at the State level to encourage public libraries to not allow nonresident cards to have access to downloadables. Unfortunately, there are patrons that are forum shopping for downloadables and going to the cheapest libraries to gain additional access. Trustee Marcotte inquired if this is being tracked. Director Stern replied that DPL is looking into this. Trustee Lindenberg inquired if there was a way to block non-residents and Director Stern replied in the affirmative. Trustee Alternate Meryle Zusman asked about National efforts to combat the publisher's price-gouging. Director Stern provided a historical overview of the issue.
- Director Stern reported that Londonderry has signed the Agreement to join GMILCS and will be coming aboard in October of 2024.
- Trustee Cataldo noted that the 3D printer would be utilized during the school vacation week. She inquired about demonstrations. Octavia was demonstrated the 3D printer and offered courses. Unfortunately, the printer malfunctioned last week and had to go back to the State library. DPL has signed up for it to come back as soon as possible.
- Trustee Lindenberg inquired about the situation with supervised visitations in the library. Director Stern stated that he spoke with the Head of the Board of Trustees in Antrim, NH, who decided to ban them. They were having issues at their facility. This is another issue that is going to have to be addressed, in the long run, through legislation. He will stay attempt to find funding, via the legislature, to restore the centers.

**Gifts:**

*Motion to accept the 2 checks from our insurer, Primex, one in the amount of \$5,000.00 and one in the amount of \$1,000.00, totaling \$6,000.00, so that amount may flow through our revenue, by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.*

*Motion to accept any and all unrestricted monetary gifts received between the last Board of Trustees meeting and this meeting by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 6-0.*

**Correspondence:**

Trustee Armstrong read the thank you card that was received from a staff member for the holiday card and gift card they received. She also reported that a letter was received from the library attorneys saying that their hourly rates would be going up for 2024. She believes DPL is locked in at the December rate.

**Announcements:**

Director Stern announced that he would miss the next Board of Trustees meeting as he would be on vacation. The Board agreed that Assistant Director Brown will sit in for him, and the meeting will remain as scheduled.

**Public Comment**

Town Council DPL Liaison Erin Spencer stated that she would be staying on the council for another 2 years and hoping things go well tomorrow night and that she will stay on as Town Council DPL Liaison.

**NEW BUSINESS:**

- Recommendation of Alternate Trustees to the Town Council: Director Stern noted that Meryle Zusman and Victoria Austin would both like to remain Trustee Alternates this year.

*Motion to recommend to the Derry Town Council that Meryle Zusman and Victoria Austin continue to serve as Trustee Alternates, by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 6-0.*

- Discussion of the Board Officers: Trustee Armstrong informed that Elizabeth Greenberg is open to relinquishing her seat if there is interest. Trustee Powers stated her intention not to run one year from today. She gives this notice earlier than is usual as she has been the Treasurer for her 5-year tenure and offers support to the next Treasurer until March of 2025. The Board expressed their gratitude and appreciation for her service and for the early notice.
- FY25 Budget Status update; vote to approve current FY 25 budget number: Director Stern stated that there were changes made by Mark Fleisher, CFO of the Town of Derry, to the Benefits line based on the actual numbers. The amount on the approved budget previously was \$1,468,367.52 and has been adjusted to \$1,465,180.00, a difference of \$3,187.52. The rest of the approved budget is unchanged. The CFO indicated that there would not be issues as the bottom-line FY25 only increases by approximately 1%. Director Stern will present the DPL budget to the Town Council on April 4, 2024.

*Motion to approve the updated FY25 budget, which reflects changes to benefit rates, by Trustee Powers. Seconded by Trustee Armstrong. Motion passed 6-0.*

- Downstairs office reconfiguration: Director Stern stated that Mike's office will be used for as a flexible workspace for the staff, perhaps for Zoom meetings or conference calls during times that Mike is not working. Mike works 3 mornings per week. DPL IT support person Dick Lambert will also utilize the space on occasion. The room will be repainted and organized.
- Discussion of the NHLTA Spring Conference: The Conference will be held on Wednesday, June 5, 2024, at the Grappone Center in Concord NH. Trustees Cataldo, Lindenberg, and Marcotte and Trustee Alternate Zusman expressed their intentions to attend.

#### **OLD BUSINESS:**

- Discuss replacement of primary compressor for chiller (Last discussed November 2023): Director Stern acknowledged that the time of the year to reconsider this is, unfortunately, at a time when, financially, we would not be able to absorb the cost into the General Fund. However, if we were to lose another compressor with the chiller, it would not function well, if at all. Trustee Powers inquired whether DPL could request the funds from the Capital Reserve. Director Stern responded that the Board has access to use any library account, including fines. Trustee Lindenberg stated that the work should be done to avoid more problems and more costs in the future. Director Stern has asked for a fresh quote from ENE. Director Stern suggested that when we schedule the spring preventative maintenance for the library, for the whole system, that we schedule the new compressor to be installed. Preventative maintenance would likely be done in April. Trustee Marcotte inquired if there would be multiple quotes. Director Stern stated that This would be possible, but it would likely come down to ENE and Alliance Mechanicals. ENE performs regular maintenance, but DPL is not obligated to use them to do that replacement. Trustee Powers suggested proceeding with the plan to make the repair, keeping the building functional and comfortable and she would like to pursue the option of taking the funds out of the Capital Reserve, which currently has over \$150,000.00. If that is not approved, the work still needs to be done and can be taken out of the General Fund. At year end, we can move whatever needs to be moved or reclassified. Director Stern stated that the cost of repair would be approximately \$10,000.00. He also stated that he was not present the last time SPL requested from Capital Reserve but understands that there was hesitancy from the Council because we did not get multiple quotes. Director Stern suggested using the fine account monies, with a balance now of approximately \$200,000.00, at least as a fallback. Town Council DPL Liaison Erin Spencer stated that she believes that DPL would get approval from the Town Council, if DPL comes prepared with the reasons for not gaining multiple quotes. Director Stern inquired about the timing for asking for the funds. Trustee Powers stated that the timing of the work should drive the timing of that decision. The work should not be held up if it would be prohibitive to installation in a timeframe to benefit the library. The next two opportunities to meet with the Town Council for a Capital Reserve request are 4/2 and 4/16. Erin Spencer will mention this to the council beforehand, so they are not surprised by it. Trustee Lindenberg inquired about the timing of switching over to the cooling system. Director Stern responded that it is usually the end of April or the beginning of May. Trustee Powers stated that she is sure that the DPL will use some of the fine account funds this year. The Capital Reserve is monies that have been rolled over each year for capital improvement projects for the library.  
Update on e-bike bookmobile: Director Stern reported that 2 bikes have been ordered. DPL is working with the NEXT Charter School to design the trailer for one of the bikes. Trustee

Lindenberg inquired why there are two bikes. Director Stern responded that for safety reasons, all other libraries send at least 2 people when going into the community. Rail Trail E-bikes gave DPL a very good deal, bringing the cost to \$2,500.00 for 2 bikes. Trustee Lindenberg inquired about the library's liability and accident insurance. Director Stern stated that it is his understanding that they are covered under the existing Primex policy. It is recommended that we get training from the Derry Police Department, which we will do. When we are close to the time that the bikes can be deployed, we will set up time to do this training. Trustee Lindenberg inquired where the bikes were going to be stored. Director Stern responded that there are a few options. Many libraries that have them like to keep them on display for promotional reasons, but that option could be challenging for DPL. There are storage areas where they could be locked up. Trustee Lindenberg inquired if the Fire Department has been consulted. She expressed concerns that the batteries could ignite and cause fires if stored inside the library. Director Stern stated that DPL would follow up on this. Trustee Cataldo remarked that the batteries could be removed and stored safely. She suggested asking the bike store for options on battery storage. Trustee Marcotte inquired how long the rider's shifts would be. Director Stern stated that there are different venues to travel to - farmer's markets, parks, assisted living facilities, beaches, anywhere in Town - that would determine the length of the shifts. Trustee Lindenberg encouraged flyers to be posted in key locations for the project. There are assisted living locations that are very excited about this service. Trustee Powers inquired if volunteers would be participating on a limited basis, given the avid cycling community in Derry. Director Stern stated, although this is possible to consider, this service would be considered part of the staff member's job and the duties being fulfilled at the destinations would often, if not always, call for the librarian skills. The riders will be participating in library programming and events and working with the public on behalf of the library. They would provide readers advisory, hold a book club, or read a children's book in the park. The vision is librarian focused. This service will be more than dropping off books to patrons.

- Update on Leach Library joining GMILCS: Discussed in the Director's and Staff Report.

## **ADJOURNMENT**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 6-0.*

Meeting adjourned at 7:45 pm.

**Next meeting is Monday, April 22, 2024, at 6:30 pm in Meeting Room Side A.**

*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*