

**Board of Trustees Meeting Minutes  
Meeting Room Side A  
Monday, April 22, 2024**

**Present:** Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Ray Fontaine (Head of Children's Department), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Lisa Carvalho (Recording Secretary)

**Absent:** Eric Stern (Director), Margaret Ives, Meryle Zusman (Trustee Alternate), Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate),

The Meeting was called to order at 6:34 by Trustee Armstrong.

**PUBLIC SESSION:**

**Amendments to Agenda:**

Add to Old Business - Drummond Woodsum invoice.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting as amended, held on March 18, 2024, by Trustee Armstrong. Seconded by Trustee Powers. Greenberg abstained. Motion passed 5-0.*

*Motion to accept the Minutes of the Policy Committee meeting held on April 4, 2024, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 6-0.*

*Motion to accept the Minutes of the Finance Committee meeting held on April 9, 2024, by Trustee Armstrong. Seconded by Trustee Powers. Motion passed 6-0.*

*Motion to accept the Minutes of the Policy Committee meeting held on April 17, 2024, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.*

**Treasurer's Report:**

- Trustee Armstrong referred to a conversation she had with Director Stern stating that there would be a time gap between his last day with DPL and the hiring of the new Director. Trustee Powers suggested that personnel surplus will offset the unanticipated departure of the Director. Trustee Powers stated that there are funds set aside from the Special Fund budget, most flowing from the General Fund and will be reclassified from Special Fund if necessary. The posting will be open for at least 30 days. Trustee Armstrong noted that there are at least two people interested in the position. Trustee Powers believes there will be at least 2 months between the tenures of Director Stern and the next Director.
- Trustee Powers commented, regarding page 1 of the General Fund, that there is a new line for the insurance company reimbursement and the use of the Capital Reserve. This reflects, so far, \$6,000.00 from Primex and approximately \$10,000.00 from our first Capital Reserve withdrawal. This was for the sprinkler work. The chiller repair was approved by the Town at approximately \$10,000.00. This is not reflected because that decision was post 3/31/24. Next month this number is expected to be at \$25,000.00. The line was added to reflect the unexpected revenue.

Trustee Powers also mentioned that from an accounting perspective, the Capital Reserve has moved into the modified budget but not into the actual budget. She will email the Town to request the timing of the credit. No problems are anticipated. A claim was also made to fix the front sign, which has been repaired. An insurance reimbursement of approximately \$1,000.00 is expected.

**Director's and Staff Reports:**

- Trustee Cataldo suggested to Mr. Fontaine that there be a line in the statistics for Unique Items. Mr. Fontaine will follow up with Assistant Director Brown upon her return. She also noted the comments from Director Stern regarding outside DPL committees' involvement. Trustee Greenberg suggested highlighting these for the new Director. Mr. Fontaine commented that serving on some committees, GMILCS for example, are part of the position.

**Gifts:**

There were no gifts.

*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 Cataldo reported the thank you card that was received from Susan Brown for the thank you and gift cards she received from the Trustees in thanks for covering for the Director for a time.

**Announcements:**

There were no Announcements.

**Public Comment**

There was no public comment.

**NEW BUSINESS:**

- Discuss potential increase to nonresident library card fees: This discussion is deferred.
- Vote on recommended personnel policy updates from the Policy Committee: Trustee Cataldo stated that the Policy Committee read through proposed changes to the Personal Policy, which includes a completely revised section on harassment, and revisions to the recently reviewed fraternization section. The Committee felt the draft changes were appropriate. Some language was updated for clarification in both new sections. Trustee Armstrong stated that the draft policy has been reviewed by legal counsel and passes scrutiny. The new policy will be reviewed and initialed by all employees. Any infractions of the policy will be reported to the Director, or to a member of the Board of Trustees to then be communicated to the Board of Trustees Chairperson. Trustee Marcotte suggested removing the words "of course." Trustees Powers and Greenberg agreed.

*Motion to accept the updated sections of Harassment and Fraternalization of the Personnel Policy, with language amended, by Trustee Armstrong. Seconded by Trustee Greenberg. Motion passed 6-0.*

- Discuss upcoming personnel changes: Trustee Powers raised the subject of changing the salary of Assistant Director Brown while she is performing the duties of the Interim Director of DPL. Trustee Greenberg stated that the Personnel Committee discussed this with Assistant Director Brown to increase her salary as during her previous coverage of the Director position.

*Motion to increase the salary of Susan Brown by 15% (\$6.59 per hour), during her tenure as Acting Director of DPL to reflect her increased responsibilities, starting on May 11, 2024, until such time as a new Director is named, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.*

- Trustee Greenberg inquired about revisions to the Library Director job posting. Discussion from the Board ensued. Changes were recorded and will be updated for posting by Assistant Director Brown as soon as possible.

#### **OLD BUSINESS:**

- Replacement of DPL chiller compressor - Update: Trustee Armstrong reported that the funds were approved by the Town. Trustee Powers stated that the Finance Committee met and reviewed 3 quotes, going with ENE. Director Stern was notified to move forward with ENE as they won the bid. It will be installed during the Spring Maintenance period.

*Motion to approve the replacement of the chiller compressor by ENE, in the quoted amount of \$10,075.00, approved to be disbursed by the Capital Reserve funds by the Town Council by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 6-0.*

- Update on e-bike bookmobile – liability and storage: Trustee Armstrong opened a discussion on the riders of the e-bikes as Jessica is injured and will be out of work at DPL for many weeks. She suggested that when she does return, she rides the bike that is without the trailer. Mr. Fontaine noted that there are possibly two employees from the Children’s Department that would be willing to cover this project. He reported that the bikes have arrived and are being stored under the stairs in the Children’s area. The cart is still being built by the NEXT Charter School. Trustee Armstrong reported that liability will be covered by the DPL Primex insurance policy.
- Drumond Woodsum invoice: Trustee Armstrong will forward all relevant information to Trustee Powers for review and report at later date. Trustee Powers stated in the Treasurer’s report that the invoice will be paid out of the General Fund under Professional Services.

#### **ADJOURNMENT**

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

Meeting adjourned at 7:40 pm.

**Next meeting is Monday, May 20, 2024, at 6:30 pm in Meeting Room Side A.**  
*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*