

**Derry Public Library  
Board of Trustees Meeting Minutes  
Virtual Meeting via Zoom  
Monday, May 17, 2021**

**Present:** Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Eric Stern (Director).

**Absent:** Elizabeth Greenberg (Acting Chair), Dr. Sarah Taylor (SAU Liaison)

**Guest:** Victoria Austin

Meeting was called to order at 6:30pm by Trustee Powers.

**Acceptance of Minutes:**

- *Motion to accept the April 19, 2021 public minutes by Trustee Ives. Seconded by Trustee Lindenberg. Motion passed 6-0.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
  - Trustee Powers shared that the FY22 budget has been approved.
  - General Fund FY21 (as of May 5, 2021) - expended 75.9% of the budget (10 months is 83.3% through the year with 16.7% remaining).
  - Professional Services - annually some subscriptions are paid for in July, including GMILCS.
  - Materials – all in approved budget is \$120,000 (\$79,317 from General Fund and \$40,683 from Special Fund). The way the General Fund Expense is trending, it may absorb all or most of the materials spend.
  - Capital Improvement Line – reflects the cost of installing the patio.
  - Revenue – a few items but primarily from a reimbursement from Health Trust for a staff short-term disability claim.
  - Special Fund FY21 (as of May 5, 2021) – balance \$136,572.88. The balance increased \$1,300 from the prior month. The Fiscal YTD balance has increased \$7,735.
  - Trustee Powers explained the increase of \$1,300 from the prior month was primarily due to the donation in memory of Tina Hitchcock.

**Director's Report:**

- Director Stern presented the Director's Report which was reviewed by the Board.
  - Trustee Ives asked about the status of the emergency lighting fixtures. Director Stern commented that DPL is looking into LEDs and is in the process of receiving quotes for the replacement of emergency lighting fixtures/batteries around the building.
  - Trustee Ives praised the staff outing to Flag Hill on May 6, 2021 to honor 3 retirees – Julie Brown, Kathy Musto, and Meryle Zusman. Director Stern agreed that it was such a wonderful evening.
  - Trustee Ives asked about how many DPL Staff have been vaccinated thus far. Director Stern shared that based on information volunteered by (and not solicited from) staff members, that the vast majority of staff have been fully vaccinated.
  - Director Stern discussed that the main foot traffic remains in the lobby for picking up materials that have been placed on hold, remotely.
  - Trustee Cataldo asked about the logistics for book donations. Director Stern shared that the only materials that remain quarantined are ILL materials sent out through the state library's van service, per state library requirements. Donated materials are reviewed to determine if something DPL will need and if not will be scanned for Better World Books, with the remaining materials sent to the

Friends Book Sale area. Trustee Marcotte asked if there will be a future book sale with the friends. Director Stern said that this may be an option out on the patio.

**Gifts:**

- A donation of an additional \$100 in memory of Tina Hitchcock, a former longtime DPL patron to be placed towards a new bench. A plaque will be affixed to the bench in honor of Tina.

**NEW BUSINESS:**

- FY22 Fine Account/Special Fund Budget
  - Trustee Powers discussed the trend year to year of net gains from YTD 2017 YE/YTD Fund Balance - \$82,111.91 to YTD 2021 YE/YTD Fund Balance - \$136,572.88.
  - Trustee Powers shared the FY20 had four months with the pandemic (suspended fines, miscellaneous revenue baskets, the library was closed). Referred to the "blue" Proposed column as a conservative approach based on FY19's numbers. Director Stern shared the overall bottom line for the revenue is pretty close; Fines will be lower when an auto renewal policy is adopted and Gifts & Grants will be higher due to "ARPA" (American Rescue Plan Act).
  - Director Stern mentioned DPL is receiving approximately \$3,800 from the first round of non-competitive grants from "ARPA," with Taylor Library receiving \$1,000. The state library anticipates two or possibly three rounds of grants.
  - Trustee Powers and Director Stern are recommending: Fines down \$4,000 to \$12,000 and Grants up \$4,000 to \$5,000. Total proposed revenue will still be a total of \$26,400. Trustee Powers requested to make revisions of the schedule and circle back to further discuss expenses.
  - Trustee Powers requested a recommendation for the materials budget, along with a review of DPL's "wish list" items.
- Discuss potential building projects to utilize surplus FY21 funds
  - Director Stern noted the surplus FY21 funds should be ample to take on some important building repairs. Funds could be put towards all of the sidewalk repairs (\$17,000) and possibly a digital sign (\$50,000). Director Stern will contact Mark Fleisher (Town CFO) to look into encumbering the funds for the sidewalk project.
  - The Board gives authority for Director Stern to investigate further into the pursuit of the sidewalk project as top priority and contact Mark Fleisher on the logistics of the encumbrance vs. use of Capital Reserve funds.
  - Trustee Powers noted conservatively \$30,000 to \$50,000 surplus at the end of FY21.
  - Director Stern expressed his interest in a "Meeting Owl" and also potentially a new scanner. He will also be researching connecting via fiber with the Municipal Center to facilitate a quick file transfer of large items, such as DPL's video productions, that could be hosted at DerryCAM and broadcast on local television. Trustee Marcotte stated how Comcast supplies a certain amount to the town for infrastructure and recommended further research into this if could applicable with DPL too. Director Stern will look into this request and circle back with the Board.
- NHLTA Virtual Conference debrief/discussion
  - The Board and Director Stern expressed their positive experience overall attending the NHLTA Virtual Conference.
- Discuss GMILCS vote encouraging implementation of "auto-renew" for checked out materials at all GMILCS libraries
  - Director Stern discussed that the GMILCS Board voted at last month's meeting to encourage all member libraries to turn on the "auto-renew" feature for checked out materials. If DPL has "auto-renew" turned on, this will result in a noticeable decrease of fine revenues. The Board was supportive of the concept of auto-renew, provided there is only 1 auto-renew in place for regular items with 3-week lending periods.
  - The Board asked for DPL to resume charging patrons fines starting at the beginning of the next fiscal year, July 1, 2021. Fines have not been accruing/charged to patrons since the start of the Covid-19 pandemic.
- Selection of officers and committee members

- Trustee Powers mentioned reviving the Strategic Planning Committee. Director Stern will research this past Committee and report back to the Board.
- There are four officers (Chair, Vice Chair, Treasurer, and Secretary) and possibly four committees (Finance, Strategic Planning, Personnel, and Policy Committees) to begin considering.
- Director Stern will provide at the next board meeting the committee responsibilities to review and determine which committee(s) the Board is interested to join.

**OLD BUSINESS:**

- Patio project update
  - Director Stern discussed how the patio project is almost done. New patio tables/chairs arrived and patio table umbrellas will arrive in July. Very pleased with the outcome and watching staff enjoy their breaks and eating out on the patio.
- Update on library services and hours in Stage 6 of Pandemic Service Plan
  - Discuss impact of the new library patio on programming, mask rules, etc. - Mask wearing has not been required outside on the patio, and the trustees reaffirmed that masks are not required on the patio. Director Stern asked for feedback on patrons possibly eating and drinking on the patio also. Trustee Armstrong expressed no concern eating outside on the patio since in the past there used to be a designated food area in the Children's Room. Guest Victoria Austin recommended a sign to please clean up after eating/drinking. The Board also was in agreement that patrons can eat and drink out on the patio. Director Stern shared that there will be an outdoor trash receptacle for the patio.
  - Director Stern asked the Board's opinion on allowing patio space for programming. The Board is in full agreement to use the patio for library programs, commencing immediately.
  - Due to the CDC updating their guidelines for fully vaccinated people at the end of last week, Director Stern asked the Board for their thoughts on rules re indoor mask wearing. The trustees reiterated that the overarching goal is staff and patron safety. Town Council Liaison Spencer stated that at the Municipal Center, masks are "requested, not required." The Board discussed, and felt that masks should still be required in the library for both staff and patrons. Going forward, patrons who decline to wear masks will no longer be asked to leave, but DPL staff should maintain adequate social distance. The question of "requested, not required" policy change and signage will be revisited at a future Board meeting.
  - Discuss potential changes to pandemic policy, and pandemic service plan – Director Stern mentioned that there need be no change to the pandemic policy or pandemic service plan. The only change with regard to the mask policy is with respect to the expectation of staff enforcement of the policy. Staff are not to engage with patrons should there be patron pushback on masking in the library. The Trustees briefly discussed staff mask wearing. It was decided that it is important for all staff to continue masking in the library.

**PUBLIC COMMENT:**

- The Board commented on the nice recognition in place for the soon to be retired Linda Merrill (Taylor Library Director).
- Guest Victoria Austin asked about notifications being sent with "auto-renew." Director Stern commented that DPL patrons will indeed receive notifications of their "auto-renew" material(s).

**ADJOURNMENT:**

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

- Meeting adjourned at 8:10pm.

**Next meeting is Monday, June 14, 2021 at 6:30pm (In-person location at DPL to be determined)**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*