

**Derry Public Library  
Board of Trustees Meeting Minutes  
Café Room  
Monday, May 18, 2020**

**Present:** Kristen Mari (Chair), Caitlin Powers (Co-Treasurer), Pete Marcotte (Co-Treasurer), Elizabeth Greenberg (Secretary), Monica Cataldo, Margaret Ives, Rachael Armstrong, Susan Brown (Assistant Director), Eric Stern, (Director.)

**Absent:** Richard Tripp (Town Council DPL Liaison)

Meeting was called to order at 6:34pm by Trustee Mari.

**PUBLIC SESSION:**

**Welcome to New Director:**

- The Board officially welcomes new Library Director, Eric Stern part-time today and full time June 8, 2020.

**Acceptance of Minutes:**

*Motion to approve the March 16, 2020 public minutes as published by Trustee Greenberg. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Ives, Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Greenberg, Y Trustee Armstrong. Motion passed 7-0.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - The Town Council approved the FY21 budget with no additional reductions asked for with a bottom line of \$1,393,738 (a 3.14% increase over FY20 budget).
  - Expended 78.2% of the budget (10 months is 83.3% through the year with 16.7% remaining). Wages overall are still on target.
  - Health Benefit line item is currently at 110% of budgeted and being absorbed by favorable wage spend. The cost is addressed in the FY21 budget.
  - Spending for materials will conclude towards the end of May, so we are on target.
  - Special Account FY20 – Very slight change this month. Balance as of April 30, 2020 is increased \$21,000 more than June 30, 2019. Difficult to know where we will land at the end of the year with ability to collect special fund revenue types on hold.
  - Trustee Mari asks if there is a motion in favor of shifting funds to the capital reserve fund. Trustee Powers comments she would like to request a motion regarding the capital reserve at the next meeting.

**Assistant Library Director's Report:**

- Assistant Library Director Brown presented the Assistant Director's Report which was accepted by the Board.
  - Trustee Ives commented on the retirement letter from Meryle Zusman and a recruiting hold for the foreseeable future, with the exception of DPL's replacement for Meryle Zusman.
  - Trustee Mari asked the Board as a token of appreciation for the upcoming retirees, Kathy Musto (employed for 14 years) and Meryle Zusman (employed for 24 years), to coordinate a special gift for each.
  - Trustee Greenberg offered to purchase the two retirement gifts and to conduct exit interviews, so requested Kathy Musto's email. Assistant Library Director Brown will send Kathy Musto's email to Trustee Greenberg for the exit interview.

- Assistant Library Director Brown reminded the Board that they had paid half of the tuition for DPL Teen and Reference Librarian, Erin Robinson to complete her Certificate in Genealogical Research Program.
- Erin Robinson shared how DPL patrons commented positively about how entertaining her weekly self-designed virtual program is (Mystery Monday with Erin on YouTube).

**Gifts:**

- A positive thank you letter from DPL Teen and Reference Librarian, Erin Robinson, regarding the Board's approved financial assistance for her recently completed Certificate in Genealogical Research Program from Boston University.

**NEW BUSINESS:**

- COVID-19 updates
  - Assistant Library Director Brown shared DPL curbside pickup has been going very well since last week. The homepage banner was updated, and there will be additional DPL curbside pick-up hours starting Wednesday, May 20, 2020 from 5pm-7pm and Saturday, May 30, 2020 from 10am-2pm.
  - Head of Children's Services, Ray Fontaine, posted on Facebook a creative public service announcement for everyone to wear face masks resulting in over 3,500 views.
  - Assistant Library Director Brown mentioned she is in regular communication with the Derry Fire and Emergency Management Department, however, there has not been any more specific direction for the Library. In addition, according to an email received today from the NH Municipal Association Center and a lawyer employed there, as long as the COVID-19 pandemic is still considered a public health emergency, DPL has the authority to mandate anyone entering the library must wear a face covering.
  - Assistant Director Brown and Director Stern request the Board create a COVID-19 Operations Committee to discuss creating a Pandemic Policy, a phased Re-opening Plan and a staffing plan, to be considered at the June Board meeting.
  - Director Stern supported Assistant Library Director Brown's sentiments to hear from the Board to make the best decisions with available information regarding a phased reopening plan.

*Motion by Trustee Marcotte to approve until July 1, 2020 that staff will continue working from home, plus come into the building for at least one shift per week, expanding in-building hours as service hours increase; senior staff will also continue working from home plus work a regular week day, expanding in-building hours to cover an evening and a Saturday shift in rotation as usual. Staff may still use earned time for scheduled in-building hours if unable to work their shift(s), and DPL will continue to waive all fines and fees. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Greenberg. Motion passed 7-0.*

- New Officers and Committees-including a COVID-19 Operations Committee
  - Trustee Mari asked the Board for any volunteers and made assignments for the following DPL Board of Trustees Committees:
    - \*COVID-19 Operations Committee-Trustee Powers (Co-Treasurer), Trustee Armstrong, Trustee Cataldo, Library Director Stern (Ex Officio).
    - \*Finance Committee- Trustee Powers (Co-Treasurer), Trustee Marcotte (Co-Treasurer), Library Director Stern (Ex Officio)
    - \*Personnel Committee-Trustee Mari (Chair), Trustee Greenberg (Secretary), Trustee Marcotte (Co-Treasurer), Library Director Stern (Ex Officio).
    - \*Policy Committee-Trustee Cataldo, Trustee Ives, Trustee Armstrong, Library Director Stern (Ex Officio).
    - \*Strategic Planning Committee-The Board will hold off with this committee until further notice.

- Assistant Library Director Brown and Library Director Stern will provide an electronic document of what the DPL Board of Trustees Committees duties are to share with the Board in time for the next meeting.
- Pay Rate for Assistant Library Director through June 8, 2020
  - Assistant Library Director Brown mentioned she is being paid extra since she took over from when former Library Director Potter left until new Library Director Stern officially starts on June 8, 2020.

*Motion to continue paying Assistant Library Director Brown at the current pay rate until Eric Stern, new Library Director, starts full time on June 8, 2020 by Trustee Mari. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Greenberg. Motion passed 7-0.*

- Amount for insurance buyouts
  - Trustee Powers discussed Library Director Stern will be the second DPL Employee taking an insurance buyout. The Single person premium amount this year is \$9,896.28 (through Blue Cross Blue Shield) and will be divided out and added to the employee's hourly wage. May is open enrollment month. Library staff will let the Town know the buyout rate is consistent with the Single person premium amount.
- Succession plan for Meryle Zusman's Replacement
  - Assistant Library Director Brown suggested Jennifer Khoury, DPL Reference Librarian, is an ideal replacement for retiring Meryle Zusman to focus on areas including PR, technology, and the DPL website. Requested from the Board a promotion approval for Jennifer Khoury to a Grade 6, Step 4 (\$22.78 per hour).
  - Trustee Cataldo expressed how Jennifer Khoury's scope of responsibilities in her new position will expand with COVID-19 and more Technology required.
- End of Year Spending
  - Trustee Mari asked if Assistant Library Director Brown has any projects over \$5,000 to need authority approval from the Board. Assistant Library Director Brown does not currently have anything over \$5,000 to request from the Board.
  - Trustee Powers shared it is a good idea to tackle projects now so at next month's Board meeting there can be a request to move funds over to capital reserve.
  - Trustee Marcotte requested Assistant Library Director Brown proceed with a list of projects to prioritize and complete.

**OLD BUSINESS:**

- Changes to FY21 budget
  - Trustee Powers reported that the good news is that the bottom line did not change. Determining whether to reclass some line items from one line to another can be reviewed with Assistant Library Director Brown and Library Director Stern as the start of the new fiscal year approaches.
- Changes to Fine Account budget
  - Trustee Powers discussed how the Fine Account has to be reassessed with no current proposal for this month, but to revisit in July 2020.
- New Pay Scale update for approved FY21 budget (MRI recommendation)
  - Trustee Mari reviewed how a consulting firm undertook a marketing analysis to analyze competitive pay rates for DPL employees, making recommendations on a new pay scale and steps. It is fortunate the FY21 budget has been approved by the Town, allowing us to adopt the MRI pay scale. Now the Board needs to formally adopt the new pay scale.

- Assistant Library Director shared that pay raises from now on will occur every July 1<sup>st</sup> rather than on the anniversary of hire date.
- Trustee Mari requested Assistant Library Director Brown to check the personnel policy to be sure it is in compliance with the motion. Assistant Library Director will check the policy and report back to the board at the June Board meeting.

*Motion to adopt the new pay scale as proposed by MRI with adjustments to two labels that Trustee Powers mentioned effective July 1, 2020 by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.*

*Motion to propose promoting Jennifer Khoury to a full-time 37.5 hour position to replace Meryle Zusman at her retirement at a Grade 6, Step 4 on the new pay scale at a rate of \$22.78 per hour with full benefits by Trustee Greenberg. Seconded by Trustee Powers. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Greenberg. Motion passed 7-0.*

- Recommending Trustee Alternates to Town Council
  - Trustee Greenberg and Trustee Marcotte mentioned former Trustees Valerie Roche and Dorianne Haverty may still be interested in being Trustee Alternates.
  - Trustee Mari will email Valerie Roche and Dorianne Haverty to confirm whether they are still interested in being Alternates, and if so will email Town Manager, David Caron, to recommend their appointment by the Town Council at their next meeting.

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.*

- Meeting adjourned at 8:00pm.

**Next meeting is Monday, June 22, 2020 at 6:30pm in the Café Room**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*