

**Derry Public Library
Board of Trustees Meeting Minutes
Virtual Meeting via Zoom
Monday, December 14, 2020**

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

Absent: Dori Haverty (Trustee Alternate), Richard Tripp (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison)

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

Acceptance of Minutes:

Motion to accept the November 16, 2020 public minutes by Trustee Ives. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, 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.
 - General Fund FY21 (as of December 8, 2020) - expended 38.4% of the budget (5 months – 41.7% through the year with 58.3% remaining).
 - Professional Services – annually some subscriptions are paid for in July, including GMILCS.
 - Budget Reclassification the Board approved was made and is reflected in the budget lines of Salaries, Benefits and Operating. Total budget amount remains the same.
 - Special Fund FY21 (as of December 8, 2020) – balance \$132,149.13. The balance changed less than \$100 this month (period 5 – November).
 - Initial discussion re: FY22 Budget – priorities, process and timeline. Trustee Powers requested Director Stern coordinate meetings with the Finance Committee. Director Stern shared his thoughts on the FY22 budget, which due to Covid, will likely not deviate much from FY21.

Director's Report:

- Director Stern presented the Director's Report which was accepted by the Board.
 - Trustee Ives commented how the zones in the library are still not heating properly. Director Stern addressed some of the ongoing issues, including Alliance Mechanicals accidentally setting the occupied default temperature to 45 degrees at the circulation desk.
 - Trustee Ives praised the new DPL "crash bar" now installed on the lobby/vestibule exit door and also the 400 new library cards for the students of the Derry schools last month. Director Stern agreed stating that the "crash bar" enhances patron and staff safety.
 - Trustee Ives asked about the Museum pass usage in 2019 and 2020. Director Stern clarified that due to COVID Museum pass usage is down considerably in 2020.

NEW BUSINESS:

- Personnel Committee
 - Trustee Mari clarified that the agenda states "Policy Committee," but Personnel Committee met.
 - Update job description for LA-1 Circ – additions from "Essential Job Functions" and "Other Duties and Responsibilities." Trustee Greenberg mentioned the language for telescopes was updated to instead state "other miscellaneous items."

Motion to approve the updated job description by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Greenberg, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong. Motion passed 7-0.

- Discuss recommended Circulation Staff substitute promotion – Director Stern recommended promotion for Circulation Substitute Karen Townsend to a permanent, part-time Circulation Assistant for 15 hours/week at \$16.41 rate.

Motion to hire Karen Townsend as LA-1 Circulation Assistant at a rate of \$16.41 by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Greenberg, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong. Motion passed 7-0.

- Proposal to strike section 4.25 (B) from the Personnel Policy – Director Stern suggested striking the section and clarifying that 3% step increases continue beyond step 10 on the recently adopted chart.

Motion to make a proposal to strike 4.25 (B) by Trustee Greenberg. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Greenberg, Y Trustee Cataldo, Y Trustee Marcotte, Y Trustee Powers, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Mari. Motion passed 7-0.

- Proposal to clarify DPL Salary Schedule, re % step beyond step 10 – Trustee Greenberg noted the importance to clarify that the 3% increase continues beyond step 10 when funds are available, each fiscal year. Director Stern noted that he added language to the chart, clarifying that 3% increases continue beyond step 10, and also clarifying that substitute pay is an exception, not automatically increasing each fiscal year.

Motion to approve the pay schedule as modified on December 14, 2020 by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Mari, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Ives, Y Trustee Greenberg. Motion passed 7-0.

- Review proposed updates to the DPL Patron Code of Conduct & Programs Policy
 - Director Stern discussed the need to refresh the language and grammar.
 - Trustee Ives commented how important wearing face masks is for DPL Staff and Patrons and asked what assistance DPL could have if a patron refused to wear one. Director Stern clarified the options, including, as a last resort, notifying the police. Trustee Mari shared that the Pandemic Policy addresses face masks. Director Stern further clarified that the Pandemic Policy “overlays” all DPL policies, including the Patron Code of Conduct.

Motion to accept the Code of Conduct as written by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Mari, Y Trustee Powers, Y Trustee Greenberg. Motion passed 7-0.

Motion to accept the update of the Programs Policy by Trustee Armstrong. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Mari, Y Trustee Powers, Y Trustee Greenberg. Motion passed 7-0.

OLD BUSINESS:

- Follow-up re: correspondence with potential DPL donor
 - Director Stern has continued correspondence with a prospective donor, and is presently drafting a cover letter for a packet of DPL materials, which will be sent shortly. Director Stern will send the cover letter and materials to the Board prior to sending to the prospective donor.
 - Trustee Mari asked if anyone on the staff has grant writing experience. Director Stern mentioned there are some staff with background experience in grant writing.
- Review revised patio construction quotes from local landscapers

- Director Stern received a detailed quote from Northpoint Outdoors and still waiting on two other detailed quotes covering the same areas including the drainage concerns from Groundhog Landscaping and Thompson's Lawn Service.
- Director Stern requested that individual Board members contact him prior to the 1/11/21 meeting to walk the grounds in MacGregor Park, to get a better sense of the vision of this project.
- Trustee Mari and Trustee Powers praised the professional drawings from Jen Khoury, sentiments which Director Stern echoed.
- Discuss library services and hours in Stage 6 of Pandemic Service Plan, continued rising Covid-19 numbers, and potential next steps
 - Director Stern discussed that DPL is in a holding pattern for services/hours. Many libraries have moved to curbside-only, or appointments. DPL is one of the few libraries of its size still open for browsing. In Director Stern's view, remaining open for browsing is directly tied to DPL's ability to maintain an adequate staffing level, and continued patron compliance with the Covid-19 rules.
 - DPL is taking steps to continually improve its safety measures. Recent examples include installing a "crash bar" at the front door and air vents in the breakroom for better airflow.
 - Director Stern shared the average daily numbers for "walk-in" visits, since starting back in September. Approx. 19/day in September; 36/day in October; 43/day in November, and thus far in December 34/day. This shows that patrons are starting to self-regulate and not venture out as frequently since Thanksgiving, and the uptick in Covid-19 cases. Trustee Greenberg asked when patrons would typically be in the library during the walk-in period. Director Stern estimated that half of walk-in visits occur in the first hour or so. He will attempt to get more information to the Board regarding when it is busiest.
 - Trustee Powers shared there is every effort to not have close contact with coworkers and patrons, and that changes do not seem warranted at this time.
 - Trustee Armstrong commented that DPL is doing a great job of being open and available, but not promoting that people visit the library and browse in-person.
 - Director Stern thanked the Board for their DPL support through these challenging times.
 - Trustee Mari noted that the Board would not be opposed to holding an emergency meeting if closing the library quickly was necessary. Director Stern clarified that in the Pandemic Policy and Plan, he has been delegated authority to close DPL if necessary.

ADJOURNMENT:

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

- Meeting adjourned at 7:40pm.

Next meeting is Monday, January 11, 2021 at 6:30pm, virtually via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary