

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, January 8, 2024**

Present: Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Margaret Ives, Susan Brown (Acting Director), Lisa Carvalho (Recording Secretary)

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

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

PUBLIC SESSION:

Amendments to Agenda:

There were no amendments to the agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on November 20, 2023, by Trustee Marcotte. Seconded by Trustee Ives. Motion passed 7-0.

Motion to accept the Minutes of the Board of Trustees meeting held on December 7, 2023, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

Motion to accept the non-public minutes with the exception of adding the names of the 2 guests that were in attendance by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 7-0.

Motion to accept the Minutes of the Finance Committee meeting held on January 4, 2024, by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers stated that because the Board is meeting earlier than usual during the month, there are items that may change. Acting Director Brown stated that invoices are up to date.
- Trustee Marcotte asked if there were any costs pending that could cause going over budget. Trustee Powers replied that there was approximately \$10,000.00 cost that was not anticipated and an additional \$10,000 being taken out of capital reserve, approved by The Town Council. The unplanned storage closet project cost \$10,000.00. An unexpected cleaning expense is offset by the retirement of the full-time custodian. The additional expense should not cause going over budget.
- Trustee Marcotte commented on an increase in the fine account after cancelling fines. Acting Director Brown stated that this account is now primarily Lost/Stolen fine recovery. There are three months included when fines were being collected. Fine free began in late August.
- Trustee Cataldo asked about the procedure for replacing an out of print book. Acting Director Brown replied that items available at other GMILCS libraries may not always be replaced. Items that have not been loaned in years may not be replaced. A brand new book would certainly be

replaced. Replacements are not paid from the fine account. Less money spent on replacements leaves more money for new items.

Acting Director's and Staff Reports:

- Acting Director Brown reported that the new sprinkler valve is in place. The work was completed by 1:00 pm today. The Town staff broke the water main while they were turning water back on, which was enabling the library to replace the sprinkler system. Trustee Powers asked if it had anything to do with DPL. Acting Director Brown replied that DPL is not at fault, but it is related to DPL. The Town shut off the main for DPL to install the valve. This was prescheduled and all went well. The problem occurred when the installation was completed, and the Town was to turn the water back on. To seal their valve, there are 4 bolts. When they were being tightened, 3 of the 4 bolts failed. The library closed as public buildings must have water. All of Marlboro Street water was shut off. The Code Red foreman responsibly waited for the Town to hook up the water. To finish his work, he must slowly open the valves, flush the system, close it up and test the project. The Town finished the fire suppression line before they finished the domestic line. This was completed at 4:00 pm. At that point, the Code Red foreman finished the work for DPL. The Town continued to work on the water line until it was repaired, and water was restored. Trustee Cataldo asked whether one could assume that because they were there when the bolts failed that there was less damage done. Acting Director Brown replied yes. It had been explained to her that these bolts may have failed at any time. The Library is expected to be open tomorrow.
- Trustee Cataldo commented on the Statistics for Young Adult circulation are much better than last year. Acting Director Brown agreed complimented Teen librarian Yahira. Circulation in all departments of the library are doing well.
- Trustee Armstrong inquired about the impact of going fine free on book returns. Acting Director Brown reported that DPL is sending a few more bills than usual. Notices are sent when a book is due and when it has gone to Lost. Because patrons know that there are no fines for returning the book, they do! They are coming back slowly. There is not a large difference in the occurrences. However, there are fewer uncomfortable conversations at the Circulation desk, which is good for both patrons and staff.

Gifts:

There is a gift from Benevity, in the amount of \$1,420.84. This donation came from Trustee Powers' company's giving program.

Motion to accept the gift received from Benevity in the amount of \$1,420.84, by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.

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 Marcotte. Motion passed 7-0.

Correspondence:

- Trustee Cataldo shared a Thank You card from one of the Staff for the holiday gift.
- Trustee Greenberg noted a gift bag at DPL for each Board member from thankful Staff.
- Acting Director Brown noted the Thank You from the Upper Room to the DPL Staff in the Staff Report.

Announcements:

- Trustee Powers reminded that the period to declare intention to run for office is January 24 to February 2, 2024, for the two seats on this Board of Trustees: Trustees Marcotte and Lindenberg's seats. Trustee Greenberg inquired about Trustees Marcotte and Lindenberg intention to declare; both replied yes. Trustee Marcotte led the discussion about a shortage of help and Volunteer standards with the Presidential Primary. Trustee Powers suggested that for the March election, DPL BOT has set a precedent that if anyone other than seated Board members declares, the Chair or Vice Chair should reach out and invite them to the February BOT meeting.

Public Comment

There was no public comment.

NEW BUSINESS:

- Building Updates: Acting Director Brown reported now that the valve is in place and there are no upcoming library projects. Code Red was very responsive, respectful, and informational. Trustee Powers commented that Director Stern was confident with the company based on experience.

OLD BUSINESS:

- Update on Budget and CIP for FY25 budget process: Trustee Powers stated that the Finance Committee met Thursday during which they discussed the CIP, Capital Improvement Budget that the Town maintains for all of the departments. Trustee Powers reviewed the Town of Derry Summary of All Capital Projects (Total Project Costs) FY 2024-2029 with the Board of Trustees. The schedule looks forward 5 years. In FY23 this budget funded the carpeting in the Children's Room, HVAC work and the catwalks. The current year FY24 has no upcoming projects, FY25 starting on July 1, 2024, has scheduled \$110,000.00 listed as Construction Cost for site work. The Finance Committee discussed using these funds to bring the handicapped parking up to code. There will be another opportunity next year to revisit the schedule. The start of the budget process for FY25 is to approve the CIP Schedule or make changes and vote to submit.

Motion to approve the CIP Schedule for FY25 as currently reflected by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.

- Trustee Powers stated that the Staffing Plan also needs to be submitted in preparation for FY25. Acting Director Brown had informed her that there are no expected changes. As a Board we have historically moved the Staff up to next Step as of July 1. This represents a 3% increase. The Town employees are currently under a contract to receive a 2% increase in the upcoming fiscal year as they did last year. The Finance Committee agreed to remain at

3% and submitted the Staffing Budget. Acting Director Brown commented that the bottom line only increased by 2.11%, primarily because of the retirement of a full time employee, and includes the increase of 3% for Staff in FY25. She believes that the budget will be approved as the Town Council votes only on the bottom line. Trustee Greenberg stated that DPL BOT has maintained that the Staff deserves a 3% increase and operated independently of the Town in this regard. Trustee Marcotte noted that overall the budget is increased by 1.21%. Acting Director Brown feels that there is a great relationship with Mark Fleisher, Finance, Town Council and the DPL.

The Benefits category is decreased by approximately \$30,000.00 due to the FT retiree.

Trustee Greenberg asked if there were employees who would max out on their Step increase. Acting Director Brown replied yes. Trustee Powers reported that the practice in the past has been, although the scale only goes to Step 10, the staff member would continue to advance past that.

Trustee Powers stated that the Tuition line is unchanged to allow participation, although it has not been accessed recently.

Trustee Powers stated that the Finance Committee discussed the anticipated 6% increase in the GMILCS dues. It is not known whether Londonderry will join the consortium or if that will affect the dues. She also mentioned the increased cost of phone copper lines. Acting Director Brown stated that the last one of three remaining is for the emergency line in the elevator. This will remain as it functions if power is lost. She is investigating an option with Comcast, whose other lines go down if the DPL lost power, but they also offer a line with an 8-hour battery pack. We currently pay about \$70.00 monthly for the one copper line. The Comcast line would add about \$30.00 monthly, plus an installation fee. Acting Director Brown will confer with the elevator inspector and the Derry Fire Department and continue to investigate the option.

Trustee Powers reviewed Category 43, the Purchased Property Services. There are price increases related to leasing laptops. Acting Director Brown explained that DPL participates with the Town in a program for leasing PCs. There are 3 separate three-year leases. Each year, one of the three is renewed. This includes the Staff pcs, public internet pcs and laptops. The next 1/3 cost coming due is for the laptops and laptops have been increasing in price.

Acting Director Brown highlighted Category 44 in regards to the lease of the color copier. Elsewhere in the budget there have been \$750.00 in cuts to public printing costs, that can be done in-house now with our leased color copier.

Trustee Powers referred to Category 45, Supplies, which had one change on the Hospitality line. Spending in FY21 - YTD has been \$3,000.00 per year and recommended the budget increase to reflect that expectation for FY25. This will also cover the Staff holiday gift cards DPL has been doing.

Trustee Powers stated that she is in favor of increasing the Materials fund incrementally. Based on the usage reports and costs of Materials, it was thought prudent to increase eBooks, which are gaining popularity, but also expensive. This reflects the \$3,000.00 increase in the adult material line category. Trustee Cataldo asked if this includes any membership costs for the eBooks. Acting Director Brown replied that DPL participates in two consortia, NH State Library and GMILCS. The State membership fee is based on usage and is increasing. The GMILCS membership fee is an "as you like" amount based on what each library is able to contribute. DPL budgets a minimum of \$4,000.00 per year. More can be given at the end of the fiscal year. Trustee Powers state that once this budget is

approved and we know the general funds available, we will then reserve a portion of special funds to make up the all in materials budget.

This draft budget is requesting a \$17,515.39 increase over what was approved for FY24, equating to a 1.21% increase for FY25.

Motion to accept the draft budget for FY25 by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.

- Update on sprinkler valve replacement: Discussed in the Director's Report.

Trustee Armstrong read aloud RSA 91-A:3, II (c)

Motion to enter Non-Public Session by Trustee Armstrong. Seconded by Trustee Greenberg.

Roll Call Vote: Marcotte, Powers, Cataldo, Lindenberg, Ives vote Yes. Motion passed 7-0.

NON-PUBLIC SESSION:

PUBLIC SESSION:

Motion to seal Non-Public Minutes by Trustee Armstrong. Seconded by Trustee Greenberg.

Roll Call Vote: Marcotte, Powers, Cataldo, Lindenberg, Ives vote Yes. Motion passed 7-0.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.

- Meeting adjourned at 7:48 pm.

Next meeting is Monday, February 12, 2024, at 6:30pm in Meeting Room Side A.

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary