

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, January 9, 2023**

**Present:** Rachel Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Lorraine Lindenberg, Meryle Zusman (Trustee Alternate), Eric Stern (Director), Lisa Carvalho (Recording Secretary, Attending virtually)

**Absent:** Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate)

Meeting was called to order at 6:31 by Trustee Armstrong

**PUBLIC SESSION:**

**Amendments to Agenda:**

No Amendments to the Agenda

**Acceptance of Minutes:**

- Trustee Greenberg requested amending motion regarding the Technical Services Assistant on page 3, inserting the words “for this position only” to the end of the sentence.
- Trustee Powers clarified the 3<sup>rd</sup> bullet point under New Business in the Minutes of 12/19/22.
- Trustee Powers requested a change on Page 3 in the Motion regarding the Finance Committee to clarify the “draft budget” as “draft staffing budget”.
- Trustee Marcotte requested on Page 1, re the Director’s Report, that clarification be added about his reservations in moving to standardized GMILCS lending/borrowing policies.

*Motion to accept the Minutes of the Board of Trustees meeting held on December 19, 2022, as amended, by Trustee Greenberg. Seconded by Trustee Ives. Motion passed 7-0.*

*Motion to accept the Minutes of the Finance Committee meeting held on December 27, 2022, by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 7-0.*

*Motion to accept the Minutes of the Policy Committee meeting held on January 6, 2023, by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 7-0.*

**Treasurer’s Report:**

- Trustee Powers reported that we are half-way through the year and half-way through the budget for FY23. FY24 budget will be discussed under New Business.
- Trustee Powers provided clarification to Trustee Greenberg regarding the itemized YTD income, which increased the Special Fund balance by approximately \$11k.
- Trustee Armstrong inquired about the Special Fund income/expenditures and Trustee Powers clarified that the budgeted numbers are established each year, and that the past few years have been unusual due to the pandemic and related changes.

**Director’s Report:**

- Director Stern reported that Julie Gilchrist’s last day moved unexpectedly from January 14 to January 3. This resulted in a delay in the Trustee packet.

- Trustee Ives noted the increases health care costs. Director Stern reported that this increase of 14.7% impacts all Town Departments, and is the maximum increase that we could see.
- Trustee Cataldo asked about the “CBC,” or Common Borrower Card. This allows patrons to borrow from any GMILCS library. Fine policies across the consortium were discussed.

**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 Cataldo. Motion passed 7-0.*

**Correspondence:**

- There was no correspondence.

**Announcements:**

- Trustee Powers noted that there are 3 seats that will be up for the Board on March 14, 2023. Filing deadline is January 25 – February 3, 2023, for Trustees Armstrong, Cataldo and Ives.

**No Public Comment**

**NEW BUSINESS:**

- Discuss Policy Committee’s recommendations regarding the Request for Consideration Policy; vote to amend the existing policy. Trustee Armstrong noted the change to an individual may submit no more than two (2) written Requests for Reconsideration in any given month and no more than ten (10) in any calendar year. Trustee Greenberg asked about the standards for inclusion/removal. Director Stern clarified that the standards are as stated in the Collection Development Policy and in our form for Reconsideration. Trustee Marcotte commented that the caveat regarding “only residents of the Town of Derry” should be moved earlier in the policy, which Director Stern will tend to. Director Stern noted that language has been changed to reflect the flexibility in which meetings these would be reviewed. Trustee Marcotte noted in item 1, re “calling” the patron should be changed to “contacting” to preserve flexibility. Trustee Greenberg inquired as to the involvement of the Board of Trustees. Director Stern noted that the Board of Trustees would have to approve a decision that would change the status of materials, such as removal from the collection.

*Motion to adopt the Policy Committee’s recommendations, as amended, for the Request for Reconsideration Policy by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.*

- Discuss Finance Committee recommendations regarding the FY24 budget
  - Review and approve the FY24 staffing budget numbers – Director Stern reported that he received permission to submit the DPL Staff FY24 Projections on January 10, 2023. Trustee Powers reviewed the itemized draft budgets in the packet. Staff salaries were discussed.

*Motion to approve the draft FY24 staffing budget by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.*

- Review FY24 DPL draft complete budget, including staffing, services, supplies, materials, and other expenses. Trustee Powers opened the discussion on which categories most

contribute to the increase, noting Health insurance, Utilities, and staffing changes. If the Board wants to make changes to health insurance, this should happen in May and before Open Enrollment. Director Stern scrutinized the utility numbers, noting the differences between prices in FY23 vs. FY24. The electricity numbers are more contingent on what the Town does at the Transfer Station and how that will affect the Town. Trustee Powers noted the impact that inflation has on the budget. Director Stern noted his support for reducing reliance on fines to cover the materials budget.

*Motion to approve the FY24 proposed budget to be submitted to the Town by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 7-0.*

- Trustee Cataldo requested conversation re a gift for Julie Gilcrest on her retirement. The Board discussed a \$100 card from L.L.Bean. Director Stern will use the P-card to acquire the gift card.

#### **OLD BUSINESS:**

- Updates on Strategic Planning goals
  - Category 3, Strategic Objective 1 – Comfortable & Healthy Building: Director Stern noted that ENE has been onsite addressing issues that were found in the system. Duct work will be fixed regarding heat distribution. Director Stern will be meeting with ENE regarding the preventative maintenance contract for this year, which should be lower than the prior year. Trustee Alternate Zusman asked if Solar has been considered. Trustee Marcotte noted that previously the Board had been reluctant to do this due to roof concerns. Perhaps we could install on the ground. Discussion will likely continue.
  - Category 2, Strategic Objective 2 – Publicity & Marketing – Director Stern confirmed with the Board re the “You Are Here” floor plan completion. There had previously been a suggestion of “mall like” signage. Handouts are preferred to answer direct questions. The possibility of using QR Codes for the map and the TV monitor was discussed.
  - Category 1, Strategic Objective 1 – Volunteer Tasks – Director Stern shared that we are waiting on a decision from the Friends re email. Trustee Marcotte noted an increase in Volunteer Hours as of late. Cleaning volunteers are coming in again.
- Update on ground floor replacement project: Director Stern gave an update. The work will take place from January 23 – February 1. The Children’s Library will be closed to the public for three days while the carpet is being replaced, for the safety of staff and patrons. The upstairs will remain open. The Children’s Staff will not be in the Children’s area during Phase 1 of the work. Ray Fontaine and Director Stern will oversee the work. All new children’s materials will be moved to the Café area. There will be no children’s programming during this time.
- Trustee Ives and Trustee Alternate Zusman shared their appreciation of the Staff reports and the impact our programs have had on the children in the community as well as appreciation of the work of the Tech Staff.

#### **ADJOURNMENT**

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

- Public meeting adjourned at 7:41 pm.

**Next meeting is Monday, February 13, 2023, at 6:30pm in Meeting Room Side A**

*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*