

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, February 12, 2024

Present: Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Margaret Ives, Meryle Zusman (Trustee Alternate), Eric Stern (Director), Susan Brown (Assistant Director), Lisa Carvalho (Recording Secretary)

Absent: Rachael Armstrong (Chair), Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

The Meeting was called to order at 6:30 by Trustee Greenberg.

PUBLIC SESSION:

Amendments to Agenda:

Trustee Greenberg added a Non-Public Session to the Agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting with corrections, held on January 8, 2024, by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 7-0.

Motion to accept the Minutes of the non-public meeting held on January 24, 2024, by Trustee Marcotte. Seconded by Trustee Cataldo. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers stated that the report reflects 7 of 12 months. The trend is running over, where usually at this time of year we are running with a more favorable balance. Last month was the valve replacement. Those funds were provided through the Capital Reserve for DPL. This expense has impacted the General Fund. Trustee Powers reviewed the accounting with examples. The expense of \$10,000.00 is in these actual expended funds, but the revenue hasn't hit the Actual yet to net against the expense. She does not believe that transactionally the accounting is done yet and if the \$10,000.00 expense is included but the net offset is not, our expenditures reflect an overage. The expectation is that next month this will net out. However, we have had unexpected expenses in the past few months. Trustee Powers requested that the library defer new and unbudgeted projects for the time being.
- Trustee Powers noted that the Special fund has been updated, but there is no new information.
- Trustee Powers does not anticipate that we will hear on approval of the FY budget until next month. Assistant Director Brown stated that Town CFO Mark Fleischer emailed the library today. The Town of Derry has loaded the HR information. She will corroborate the Town information against the DPL information tomorrow. Reviews with Departments will start next week.

Acting Director's and Staff Reports:

- Assistant Director Brown stated that DPL has accomplished much in the building. The phone in the elevator has been updated, with no more copper lines. Minor heating issues have been

addressed. The Donation procedure has been revised to avoid donations that are unusable. The Staff discussed the proper wording for the notice for the public.

- Assistant Director Brown noted her excitement of new connection with the NEXT Charter School. They are working towards creating a trailer for DPL's bike bookmobile. Students have been utilizing DPL resources, including the librarians, and coming in for Writing and History lessons.
- Assistant Director Brown stated that DPL is training a graduate student once a week for 12 weeks. This is the student's Capstone Project to finish her master's degree. She will be working in all departments.
- She also noted door counts and program counts increasing. "Across the Pond" was the largest program. Downloadable circulation is at 24%. Trustee Cataldo asked how patron visits (door count) was calculated. Assistant Director Brown replied that there is a counter at the front door and the downstairs door. The count is totaled and divided by 2, to account for patrons exiting.
- Assistant Director Brown announced that as of Thursday we have a 3D printer on loan from the State Library for 6 weeks. We are highlighting this during the upcoming school vacation week.
- Trustee Greenberg noted that one of the Staff from NEXT Charter School will be the main speaker at the Chamber of Commerce luncheon this Wednesday. The date was changed due to the recent stormy weather. Interested parties can register at the Derry Londonderry Chamber of Commerce website.

Gifts:

- Assistant Director Brown inquired if Friends of the Library checks are reported at meetings as gifts. Director Stern noted that they have not been in the past.

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 Lindenberg. Motion passed 7-0.

Correspondence:

There was no Correspondence.

Announcements:

- Director Stern conveyed his sincere gratitude to the Board of Trustees relating to his recent absence.

Public Comment

There was no public comment.

- Trustee Powers commented that the two expiring trustee seats will likely be filled by Trustees Marcotte and Lindenberg, who are running unopposed.

NEW BUSINESS:

- Square integration with Aspen – fees 2.6% - 2.9%: Assistant Director Brown provided a brief overview of DPL's use of "Square." Cash and checks are hardly used anymore, so having Square

has been convenient. We can now accept payments through the new Aspen catalog. There are fees that patrons can pay for lost items or overdue Unusual items. The system is running smoothly. Several GMILCS libraries have already instituted the integration. The library pays a 2.9%, rather than 2.6%, transaction fee when payments are made online. The convenience is well worth the small increase. Typically, we are paying between \$15.00 and \$25.00 a month for those fees. There are no ongoing fees for Square other than the transaction fee.

Motion to integrate the Square app with the Aspen Catalog by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 7-0.

OLD BUSINESS:

- Update on Budget and CIP for FY25 budget process: Assistant Director Brown stated that at the last DPL BOT meeting, there was a vote on the budget, including the amount that we are asking the Town to put in the Capital Improvement plan for the DPL. This is \$110,000.00 which has been in the budget for the handicapped parking and the curb. When Assistant Director Brown submitted this to the Town, the Department of Finance and the Department of Public Works suggested that the amount be raised due to inflation and the costs of material and labor to \$150,000.00. She feels that this is a compliment from the Town for our care and planning for the building and grounds.

Motion to approve the revised CIP budget updating the amount for FY25 to \$150,000.00 by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 7-0.

- Building Updates: Discussed in Acting Director's Report.

Trustee Greenberg read aloud RSA 91-A:3, II (c): "Only the following matters shall be considered in or acted upon in non-public session: Matters which if discussed in public would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such a person requests an open meeting."

The roll call vote was unanimous to enter non-public session.

Motion to enter Non-Public Session by Trustee Greenberg. Seconded by Trustee Ives. Roll Call Vote: Powers, Cataldo, Marcotte, Lindenberg, Ives, Greenberg vote Yes. Motion passed 6-0. Note: Trustee Alternate Zusman did not vote, and exited the meeting.

NON-PUBLIC SESSION:

PUBLIC SESSION:

Unanimous vote to return to public session taken at 7:20 pm

Motion to seal Non-Public Minutes passed unanimously by Roll Call Vote. Roll Call Vote: Powers, Cataldo, Marcotte, Lindenberg, Ives, Greenberg vote Yes. Motion passed 6-0.

Motion to authorize the Library Director to review and update the Library Employee Handbook with the assistance of the Trustees attorney passed by unanimous vote.

ADJOURNMENT

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

Meeting adjourned at 7:25 pm.

Next meeting is Monday, March 18, 2024, at 6:30 pm in Meeting Room Side A.

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary