

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, February 13, 2023**

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

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

Meeting was called to order at 6:35 by Trustee Armstrong.

**PUBLIC SESSION:**

**Amendments to Agenda:**

No amendments to the Agenda.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting held on January 9, 2023, by Trustee Armstrong. Seconded by Trustee Ives. Motion passed 7-0.*

**Treasurer's Report:**

- Trustee Cataldo commented positively on the percent expended for Professional Services now lining up with the budgeted projection.

**Director's Report:**

- Trustee Alternate Zusman inquired as to the popularity of DVDs and if DPL is still purchasing them. They remain popular. Director Stern noted the addition of blu rays as a format to the collection. He commented that there isn't as much concern re theft of the DVDs, and that the old security cases are being phased out. If there is a problem with theft, that will be re-evaluated. In the meantime, this will add 1/3 more space on the shelves, and allow for DVDs currently in storage to return to the shelves.
- Trustee Greenberg inquired about whether there is a possibility we might utilize a scanner for patron photos/materials? Director Stern and Trustee Alternate Zusman noted the scanner in Reference which could be used, and Director Stern noted that he felt in the future, with staff supervision, patrons may be able to use the Zeutschel digital scanner for high resolution scans of photos, documents, albums, etc. This could be a potential source of revenue for the library.
- Trustee Ives would like to add Staff Report comments to the Director's Report on the agenda going forward. Director Stern said that he would rename the agenda item "Director and Staff Reports."

**Gifts:**

- Trustee Lindenberg noted that she has had inquiries from folks about donations of puzzles to DPL that are in good condition. Director Stern commented that this would be great.

*Motion to accept the gift of \$1,255.50 received from MassMutal on behalf of Trustee Powers for by Trustee Cataldo. 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 Armstrong. Motion passed 7-0.*

**Correspondence:**

- Trustee Greenberg commented that she reviewed an email from Julie Gilchrist expressing her thanks and appreciation of DPL as she retired. The email was sent to the BOT mailbox.

**Announcements:**

- There were no Announcements.

**No Public Comment**

**NEW BUSINESS:**

- Ricoh Copier Lease – discuss and approve one of the options: Three options were included in the meeting packet. Director Stern recommended Option 1, keeping the existing equipment under a 2-year lease term. This is the least expensive option, and presents the library with the opportunity to reevaluate the copier situation in 2 years.

*Motion to renew our Ricoh copier lease, choosing Option 1, by Trustee Powers. Seconded by Trustee Armstrong. Motion passed 7-0.*

- Discuss NH PBS collaboration/partnership: Director Stern brought the Board up to speed with conversations he’s had with Jasmine Allen of NH Public Television. She reached out to us, having previously had relationships with Portsmouth, Nashua, and Manchester libraries. Her interest is to collaborate with NH libraries that are doing community outreach, and interested in reaching communities outside of their own. The MacGregor Junior Poetry contest can be marketed through NHPBS, potentially with the reward of having the winner’s poem animated and shown on PBS. Director Stern is excited to work with Jasmine on this, and he asked if the Board felt comfortable “casting a wider net” than just Derry for our advertisements. Trustee Cataldo commented that this could result in more work for the Staff, but Director Stern has spoken with those who would be impacted, and they welcomed the PBS collaboration. They are not concerned with additional submissions, and the work that would entail. The BOT was very enthusiastic. Another future collaborative project could include William Hobdy Day. Director Stern also noted a collaboration with Londonderry Leach Library on a program in October featuring Jeff Belanger.

**OLD BUSINESS:**

- Update on FY24 Budget process: There is not much news to report at this time, as the meetings have not occurred with the Town CFO. Director Stern should be meeting with him and Kerry next week to go over the budget, and if there are issues with what has already been approved by the Trustees, we should know shortly. After meeting with the CFO, everything goes to Dave Caron by the beginning of March, which is another point for numbers to be changed. The plan is to have the “final” budget to the printers by mid-March. There may need to be a Finance Committee meeting between now and then. Trustee Powers recommends this as she will be absent for the March BOT meeting. Trustee Lindenberg brought up the Health Insurance

increases. Trustee Powers commented if anything were to be done about the current DPL health insurance policy, changes would need to be discussed with the Personnel Committee sometime in March.

- Updates on Strategic Planning goals: Director Stern reported that these three Objectives have been met, and can likely be crossed off the list. The Strategic Planning Committee will be meeting to reprioritize the goals on 2/22/23. The Policy Committee will meet that day also.
  - Category 3, Strategic Objective 1 – Comfortable & Healthy Building: Reports of temperature control in the building are excellent. The new Reliable Controller unit that we had installed as the “brains” of the HVAC System is now actually dictating the setpoints for all of the individual KMC controllers (which had been reverting constantly). The building is maintaining a very stable temperature overall, with the temperature averaging right around 69.7 degrees. Even during the extreme cold snap the building’s overall temperature was only about 2 degrees colder.
  - Category 2, Strategic Objective 2 – Publicity & Marketing: Jen has completed the Floor Plans, and the TV monitor/handouts should be ready soon. Trustee Cataldo commented that DPL was the recipient of donations from Hannaford Market, and Director Stern noted that the total amount raised was around \$35.00. This publicity ended in January.
  - Category 1, Strategic Objective 1 – Volunteer Tasks: Bookmarks are completed and being utilized.

## **ADJOURNMENT**

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

- Public meeting adjourned at 7:15 pm.

**Next meeting is Monday, March 20, 2023, at 6:30pm in Meeting Room Side A**  
*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*