

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, February 14, 2022

Present: Elizabeth Greenberg (Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Eric Stern (Director), Danielle Mullins (Recording Secretary)

Absent: Rachael Armstrong (Vice Chair), Dr. Sarah Taylor (SAU Liaison), Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate), Meryle Zusman (Trustee Alternate)

Meeting was called to order at 6:31pm by Trustee Greenberg.

PUBLIC SESSION:

Acceptance of Minutes:

Motion to accept the Board of Trustees regular meeting minutes from January 10, 2022 by Trustee Ives. Seconded by Trustee Cataldo. Motion passed 6-0.

Motion to accept the Public Hearing to Accept Grant meeting minutes from January 10, 2022 by Trustee Marcotte. Seconded by Trustee Greenberg. Motion passed 6-0.

Motion to accept the Policy Committee meeting minutes from January 31, 2022 by Trustee Cataldo. Seconded by Trustee Lindenberg. Motion passed 6-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - Trustee Cataldo requested an edit to General Fund FY22, noting that DPL has expended 53.6% of the budget, and has 46.4% remaining. Trustee Ives noted a grammatical typo at the bottom of the page.
 - Trustee Powers explained DPL is in good shape for the budget and she will prepare the next report for the Board re: budget FY23.
 - General Fund FY22, as of February 2, 2022 – expended 53.6% of the budget, with 46.4% remaining (7 months is 58.3%, with 41.7% remaining).
 - Special Fund FY22, as of February 2, 2022 – balance: \$180,719.52, which increased \$1,300 from the prior month.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Director Stern shared an update re UNH. He heard back from Kim Sweetman at the UNH library regarding UNH's email that they sent last month to the public libraries in NH, and he expects to visit the UNH Dimond Library sometime in the next few weeks.
 - Trustee Greenberg expressed her excitement re DPL's connection with State Law Librarian, Mary Searles. Director Stern explained how unique it is for DPL to be offered this partnership (the only library in the area with such arrangements). DPL would serve as a regional hub for legal research.
 - Trustee Marcotte asked whether Director Stern had spoken with Jen Thielker about Taylor no longer collecting fines. Director Stern shared that he has spoken with Jen, and will continue exploring their experience with dropping fines. Director Stern shared his hesitation to eliminate fines without some analysis of how it would impact DPL's current budget/acquisitions process.
 - Trustee Ives praised Ray Fontaine's report on the Caldecott and Newbery winners.
 - Trustee Cataldo asked whether the reported downloadables circulation statistics includes uses through Libby. Director Stern shared his belief that it did include that data. He further elaborated that downloadables numbers have dropped back to pre-pandemic levels, which although disappointing, isn't shocking.

Gifts:

Motion to accept any and all unrestricted gifts received prior to this meeting by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 6-0.

Correspondence:

- Trustee Greenberg shared 3 thank you notes from DPL Staff – Patrick, Shannon, and Laura – who expressed their gratitude to the Board for their generous holiday gift cards.

Announcements:

- Director Stern and the Board shared a great public “thank you” to Danielle Mullins for her dedicated duties this evening to serve one final time as Recording Secretary. Danielle sincerely thanked everyone for the opportunity to work with such a wonderful group.

NEW BUSINESS:

- Policy Committee Meeting report – recommended update to Request for Reconsideration of Library Materials and Programs FORM
 - Trustee Cataldo discussed the specific updates made to the Request for Reconsideration of Library Materials and Programs FORM.
 - Director Stern noted that the previous form did not address programs, but the revised form does.
 - Trustee Greenberg asked about the beginning paragraph. Director Stern confirmed that policies and forms at other libraries also reference the Director.

Motion to adopt the recommended Request for Reconsideration of Library Materials and Programs FORM as drafted by the Policy Committee by Trustee Marcotte. Seconded by Trustee Cataldo. Motion passed 6-0.

- Deletion of expired cardholder records
 - Trustee Cataldo asked if any books were lost or if these patrons had only fines. Director Stern confirmed that it is fines, and that this would be a purge of patron records from the system with 4 years (or longer) of inactivity. As of today, there is a set of 1,437 inactive former patrons who owe \$5.00 or less in late fees, resulting in a grand total of \$3,004.53. Trustee Marcotte asked whether these patrons have been notified, and Director Stern stated that several attempts have been made to contact them.

Motion to approve purging the 1,437 inactive former patron records who owe \$5.00 or less in late fees, inactive for 4 or more years, from the system by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 6-0.

- Preventative Maintenance Contract with ENE for servicing all DPL systems – boilers, chillers, air handlers, heaters, etc.
 - Trustee Ives asked why it would be only a 1 year contract with ENE. Director Stern explained that a 1-year contract allows for evaluation of the service, and for us to make adjustments to the price if the Town is able to come through on installing catwalks in the mezzanine, improving access to the air handlers. The latter would reduce the cost of maintenance next year.
 - Trustee Marcotte suggested that ENE provide an up-front status report on the state of our equipment, to establish a “base line.” Director Stern agreed that this is a good suggestion, to get a snapshot of the current status of the system by ENE. He noted that ENE should already have information on the air handlers in the mezzanine, as they were the last company to service them.
 - Trustee Lindenberg suggested investigating alternative HVAC service companies over the next year, prior to the end of the 1-year contract.

Provided that DPL can obtain an up-front status report of the library's existing equipment to be serviced, motion to approve the 1-year contract with ENE by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0.

OLD BUSINESS:

- Update to draft FY23 budget – revised version for Board Approval
 - Director Stern explained that Mark Fleischer (Town CFO) has input the staffing numbers into MUNIS, and that aside from differences in “rounding” everything was correct in the system. Updates to the current draft of the budget result from a corrected error in the unemployment compensation line, and materials budget allocations shifting – but not changing the bottom line for materials.
 - Trustee Powers asked if the Town provided any feedback on the budget. Director Stern’s conversations about the budget with the town have been purely administrative, and he has heard nothing regarding suggested changes. He will report back to the Board after meeting with Mark.
- Continued discussion re: Recording Secretary duties
 - Director Stern noted that there has been no internal interest in the Recording Secretary position, so the position is now being advertised. Director Stern and the Board continued their high praise for Danielle serving in this role, and that she will be truly missed.
- Covid-19 update
 - Given the trajectory of case numbers, Director Stern is optimistic that by the next Board of Trustees Meeting, DPL will be able to move to an optional masking policy for staff, and reopen a second study room to the public.

ADJOURNMENT:

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

- Meeting adjourned at 7:33pm.

Next meeting is Monday, March 21, 2022 at 6:30pm in Meeting Room Side A.
Minutes respectfully submitted by Danielle Mullins, Recording Secretary