

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, March 20, 2023**

Present: Rachel Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Pete Marcotte, Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate), Eric Stern (Director), Lisa Carvalho (Recording Secretary)

Absent: Caitlin Powers (Treasurer), Meryle Zusman (Trustee Alternate)

Trustees Armstrong, Cataldo, and Ives were sworn in for their new 3-year terms by Tina Gilford (Town Clerk) before the start of the meeting.

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

PUBLIC SESSION:

Amendments to Agenda:

Trustee Cataldo requested that discussion of the NHLTA Conference be added to the agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on February 13, 2023, by Trustee Armstrong. Seconded by Trustee Ives. Motion passed 5-0. Trustee Marcotte abstained.

Motion to accept the Minutes of the Policy Committee meeting held on February 22, 2023, by Trustee Armstrong. Seconded by Trustee Ives. Motion passed 6-0.

Motion to accept the Minutes of the Planning Committee meeting held on March 10, 2023, by Trustee Ives. Seconded by Trustee Armstrong. Motion passed 6-0.

Motion to accept the Minutes of the Finance Committee meeting held on February 22, 2023, by Trustee Armstrong. Seconded by Trustee Ives. Motion passed 6-0.

Treasurer's Report:

- In the absence of Trustee Powers, Director Stern reported that all figures are on target. There were no questions.

Director and Staff Reports:

- Director Stern opened the floor to questions. Trustee Armstrong addressed concerns regarding Outreach/Programming and collaboration with the Taylor Library. Director Stern has been meeting with Jen Theilker approximately once per month. Would we consider the Boards combining? Director Stern addressed why this is not feasible. Trustee Cataldo mentioned that our focus and concerns are different. We will continue to collaborate on Children's programs to ensure that we are not providing complementary services.

- Trustee Greenberg asked about the reduction in a staff member’s hours noted in the report. Director Stern clarified that this had to do with a NH State Retirement System requirement, and a maximum number of hours that one is allowed to work before benefits are affected.
- Trustee Armstrong brought up book displays. If there are books that look “well worn”, readers can be encouraged that these books may be worth reading.
- Trustee Cataldo brought up the Winter Reading Challenge, suggesting having a tiered rewards system, to incentivize people to continue reading as much as possible (so that the person who always reads a huge number of books isn’t always the winner or the only winner).
- Trustee Alternate Austin requested Director Stern review GMILCS PAC “Overlay”. It will impact how the patrons see the catalog; more of an “Amazon” feel. Year one will have extremely minimal cost to DPL, and beyond that it should regularly be reasonable – just over \$1k. With the Aspen overlay, one will be able to search for individual database items within the PAC. GMILCS had previously reviewed 2 other overlays that were far too expensive. An additional benefit, if Polaris needs to be “jettisoned” in the future and we need to move to a different PAC, this overlay can remain with the new database and minimize disruption for patrons. The company that bought Polaris may not continue to support it, so GMILCS plans to assess options next year.
- Trustee Cataldo shared about her visit to the Isabella Stewart Gardner Museum with some friends using DPL passes. The anniversary of “the heist” was briefly discussed.
- Trustee Greenberg asked if there was a printed agenda for the Author Fest. Director Stern commented that it is presently online and he will have print agendas shortly.

Gifts:

There were no unusual gifts.

Motion to accept any and all unrestricted monetary gifts received between the last Board of Trustees meeting and this meeting by Trustee Cataldo. Seconded by Trustee Armstrong. Motion passed 6-0.

Correspondence:

- Trustee Cataldo sent a Thank You note to MassMutual for their donation on behalf of Trustee Powers.

Announcements:

- There were no Announcements.

Public Comment

- Town Council DPL Liaison Spencer congratulated the Trustees on being sworn in for the new Session. She also shared a “sunshine story” about seeing a dad bring in his 5-year old to get their first library card.

NEW BUSINESS:

- Approve Trustee Alternates for 2023/2024: It was decided that Trustee Alternates Meryle Zusman and Victoria Austin should continue in their roles as alternates.

Motion to approve our Trustee Alternates – Meryle Zusman and Victoria Austin – for the 2023/2024 cycle by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

- Review and vote upon Policy Committee’s draft “Safe Child” policy, to replace DPL’s current “Unattended Children” policy: Trustee Alternate Austin commented that often children are accompanied by caregivers that are 16 years old. There was discussion of the Police Department being notified if the child is unattended at closing of DPL. This is to protect the child and the library. This policy mirrors the Manchester Library where this may occur more often.

Motion to approved the revised “Safe Child” Policy to replace DPL’s current “Unattended Children” policy with the change that the child must be accompanied by a caregiver of at least 16 years of age, and with the correction of inverting the words “caregiver” and “adult” in the second bullet point by Trustee Cataldo. Seconded by Trustee Armstrong. Motion passed 6-0.

- Review the updated, prioritized list of strategic planning goals from the Strategic Planning Committee’s 2/22 meeting and discuss next steps: Director Stern summarized the Minutes of the Strategic Planning Committee. The committee prioritized the remaining goals. In order of importance:
 1. Director Stern and Jen Khoury have been working to create a survey to ensure that we are meeting the diverse needs of our patrons.
 2. Expand handicapped parking and improve general parking. Director Stern has begun discussions with Parks & Rec on a potential parking area behind the bandstand at MacGregor Park. There is no land otherwise, and the subject area is being used as an ingress/egress/parking lot already for concerts and events in the park.
 3. Improve usage and access to outdoor library space. Better shade options for the patio area and working with the Derry Garden Club to plant a pollinator garden. Director Stern began this conversation. Likely near the chiller pad, but not too close to the patio area. Trustee Marcotte commented, as his wife is in the Garden Club, that many are “aging out.” They have more projects than they may be able to handle. Trustee Armstrong suggested patrons could “get involved.” Director Stern would like Ray to work with the Garden Club to create a program for starting and maintaining. In essence, the Garden Club would get us started, but not take on regular maintenance.
 4. DPL Open House. With all the programming that has returned this year, it was decided that this should be delayed until 2024.
 5. Bookmobile. This is listed last because it is the “heaviest lift”. Trustee Cataldo brought up the Bookmobile discussion at the conference. (Worcester and Revere libraries will present.) Trustee Marcotte asked if we could do this regionally to spread the cost. Director Stern would ideally like to work with GMILCS, but there hasn’t been interest as a consortium. Manchester has a relationship with local car dealership which enables them to upgrade their van every few years. He hopes to speak with Erin Matlin at Londonderry’s Leach Library, and Jen Thielker at the Taylor Library about pooling resources. This service area would represent about 60k people. Trustee Alternate Austin suggested collaborating with business for funding. While some aspects are becoming clearer – such as how the bookmobile would be “scheduled” to visit certain locations – many things still need to be fleshed out. Questions linger about insurance, training, ownership, maintenance, where it would park, etc. There are many facets to discuss.

- Discussion of the NHLTA Conference: The conference is going to be held on Tuesday, May 9, 2023, in Concord NH. The deadline for registration is April 21, 2023. The Board was interested in attending. Director Stern will coordinate getting folks registered with Shannon.

OLD BUSINESS:

- Update on FY24 Budget process: Director Stern stated that there have been no changes requested to the budget since the Finance Committee's prior meeting. The bottom-line difference between the budget that the Finance Committee approved, and this was a 3.91% before and is a 3.58% bottom line increase now. This is because the Town prorated the electricity expenses for next year and that had not been done in the prior calculation. Town Council Liaison Spencer said that these numbers seem to be right on track.
- Trustee Greenberg requested review of the "red" lines. These were eliminated from the prior draft; things that we no longer use.
- Trustee Alternate Austin inquired about the health insurance numbers that have been discussed at previous meetings.

Motion to accept the DPL FY24 Budget with a bottom-line increase of 3.58% by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0.

ADJOURNMENT

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

- Public meeting adjourned at 7:36 pm.

Next meeting is Monday, April 17, 2023, at 6:30pm in Meeting Room Side A
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary