

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, March 21, 2022

Present: Elizabeth Greenberg (Chair), Rachel Armstrong (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Margarget Ives, Lorraine Lindenberg, Eric Stern (Director), Erin Spencer (Town Council DPL Liaison)*, Meryle Zusman (Trustee Alternate), Victoria Austin (Trustee Alternate), Karen Townsend (Recording Secretary)

*Erin Spencer exited meeting at 6:55pm and returned at 7:20pm.

Absent: Dr. Sarah Taylor (SAU Liaison)

Meeting was called to order at 6:32pm by Trustee Armstrong.

PUBLIC SESSION:

Amendments to Agenda: Appointment of alternate trustees & NHLTA Conference update (Director Stern); and discussion of the “Reading Gap” (Trustee Powers) will be placed under New Business.

Acceptance of Minutes:

Motion to accept the minutes of the Board of Trustees meeting and the Public Hearing to Accept Insurance Funds from February 14, 2022 by Trustee Armstrong. Seconded by Trustee Lindenberg. Roll call vote. Motion Passed 6-0. Abstained Trustee Armstrong.

Motion to accept the minutes of the Personnel Committee Meeting of Mach 4, 2022 by Trustee Armstrong. Seconded by Trustee Ives. Roll call vote. Motion Passed 6-0. Abstained Trustee Armstrong.

Treasurer’s Report

- Trustee Powers stated that DPL is in a good position with the remaining FY22 budget as we enter the fourth quarter. Trustee Powers asked if anyone had any questions, and there were none.

Director’s Report

- Director Stern provided an update on the status of the RFP for the library mezzanine catwalks. The town received 1 bid, from the same bidder as before, which is now \$3k more expensive. He spoke with Town DPW about breaking the project down into smaller parts, potentially enabling construction of access for the air handler in the tech room ceiling. Trustee Powers noted that there is revenue available from capital reserve if the Town cannot fund this project. Director Stern remains optimistic that this may still proceed.
- Trustee Marcotte asked how the fees for GMILCS are determined. Director Stern addressed the formula, which includes several factors including collection size, circulations, population, etc. There will be further discussions at future GMILCS meetings regarding whether the group will pay for the EBSCO database. Removing that from the annual dues will reduce member costs significantly. Trustee Lindenberg questioned whether EBSCO was worth the cost. Director Stern said that the libraries have differing opinions on that. Usage has not been strong for EBSCO, but in his view, it is an important service.
- Trustee Marcotte initiated a discussion of the potential library closure, and this was advanced on the agenda. Polaris will be down April 11-13th while Hudson Library joins GMILCS. Demolition and construction of DPL’s sidewalks is tentatively scheduled for the same days to lessen the impact on closure to the library. Options discussed – hosting programs outside, opening Sundays, providing alternative ingress/egress. For each of these scenarios, parking and/or staffing would be issues. The vast majority of staff will be able to work remotely for 3 days, and some will be able to undertake projects within the building, such as cleaning/painting areas that otherwise

would not be possible while open. Trustee Lindenberg asked if the construction can be completed if it is raining and Director Stern said he would inquire with the contractor.

Motion to give Director Stern the authority to make the final decision on how to handle the construction closure by Trustee Greenberg. Seconded by Trustee Lindenberg. Roll call vote. Motion passed 7-0.

Gifts:

Motion to accept any and all unrestricted gifts received between the last Board of Trustees meeting and this meeting by Trustee Cataldo. Seconded by Trustee Lindenberg. Roll call vote. Motion passed 7-0.

Correspondence:

- Trustee Cataldo sent a sympathy card to Susan Brown on behalf of all Board members.

Announcements:

- Director Stern welcomed the Board's new Recording Secretary, Karen Townsend.

No Public Comment

NEW BUSINESS

- To offset budget items that were unanticipated, vote re supplemental appropriations:
 - In the amount of \$30,535.00 in the FY22 DPL general fund budget, which is the amount received in the 2nd financial award from the Institute of Museum and Library Services American Rescue Plan Act ("ARPA") grant

Motion to approve a supplemental appropriation in the amount of \$30,535.00 in the FY22 DPL general fund budget, which is the amount received in the 2nd financial award from the Institute of Museum and Library Services American Rescue Plan Act ("ARPA") grant, made by Trustee Powers. Seconded by Trustee Ives. Roll call vote. Motion passed 7-0.

- In the amount of \$1,000.00 in the FY22 DPL general fund budget, which is an insurance deductible reimbursement from Primex.

Motion to accept \$1,000.00 refund from the Primex insurance deductible. Seconded by Trustee Ives. Roll call vote. Motion passed 7-0.

Motion to approve a supplemental appropriation in the amount of \$1,000.00 in the FY22 DPL general fund budget, which is an insurance deductible reimbursement from Primex, made by Trustee Powers. Seconded by Trustee Lindenberg. Roll call vote. Motion passed 7-0.

- Review & vote on draft circulation policy updates, consolidating lending policies and lending forms for "unique" items
 - Director Stern summarized the changes, previously reviewed by the Policy Committee.

Motion to approve revisions to the circulation policy as proposed by Trustee Powers. Seconded by Trustee Armstrong. Roll call vote. Motion passed 7-0.

- William Hobdy Project
 - The trustees discussed the project proposed by Erin Robinson, and all agreed that this is very exciting, and the library should definitely pursue it. Trustee Cataldo felt that this would be great for the town. Trustee Lindenberg asked if DPL could collaborate with the Derry Museum of History, and perhaps do something around the Juneteenth holiday regarding an exhibit for William Hobdy. Trustee Marcotte loved the idea of having ice cream and jazz at the celebration of the marker unveiling. In short, the entire Board was excited about this project. Suggestions included possibly working with other

area organizations to promote and/or fundraise for the marker. Trustee Powers praised Librarian Erin Robinson for spearheading this project.

- Appointment of Alternate Trustees for 2022/2023
 - Victoria Austin and Meryle Zusman have expressed interest in returning as alternates. Trustee Greenberg asked Trustee Cataldo to email Erin Spencer to ask that they be appointed by the Town Council for the 2022/2023 term.
- NHLTA Conference
 - Director Stern provided a brief update on the NHLTA Conference, scheduled to be held in-person on May 10th. A few trustees have already signed up and the others are reviewing their schedules. Director Stern noted that once signed up, trustees should send all signup information to Shannon so that payment can be processed.
- Reading Gap
 - Trustee Powers discussed the “reading gap” of many children, due to the pandemic. She asks for suggestions on how the DPL can help address this issue. Trustee Armstrong suggested reaching out to Pinkerton Academy to see if the students studying Early Childhood Education would be interested in tutoring kids at the library over the summer. Karen suggested that DPL act as a liaison where PA students can sign up to tutor, parents of kids in need can request a tutor, and DPL will match them up. Trustee Greenberg suggested that Ray Fontaine should perhaps be invited to the April Board Meeting to discuss options. Director Stern said he would speak with Sarah Taylor (SAU Liaison) about the “reading gap” as well.

OLD BUSINESS

- Ratification of revised bottom line FY23 budget amount
 - Director Stern outlined proposed changes to the FY23 budget, which were initiated due to changes in “rounding” within MUNIS, and the Town’s request to trim \$10,138 from the bottom line (the difference between a 2% and 3% COLA for staff). In lieu of lowering the COLA, Director Stern proposed reductions to other areas, mostly materials. The materials line will still see a small increase from FY22 to FY23 with the proposed cuts. Trustee Powers agrees with this decision, as do the other Trustees. Trustee Marcotte noted that if this request becomes an annual occurrence due to the difference between the Town’s and Library’s COLAs, this may need to be addressed in future budget cycles.

Motion to approve the proposed changes to the FY23 Budget, resulting in a bottom line of \$1,409,543.00 by Trustee Powers. Seconded by Trustee Ives. Roll call vote. Motion passed 7-0.

- Covid-19 Update
 - 2 study rooms are now open to the public, and with the patio an option for staff breaks, the 3rd study room may open soon. No masks are required for staff or patrons, and Director Stern is hopeful that DPL will not have to return to mandatory staff masking.
- Trustee Ives is incredibly impressed with the staff updates included in the meeting packet. She thoroughly enjoys reading what the staff has to say. She was very impressed with the work Jen Khoury had to do to update the system to allow Minecraft to continue to be used. She finds the reports very helpful and enjoyable!

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Cataldo. Roll call vote. Motion passed 7-0.

- Public meeting adjourned at 7:45pm.

Next meeting is Monday April 18, 2022 at 6:30pm in Meeting Room Side A.

Minutes respectfully submitted by Karen Townsend, Recording Secretary