

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, April 18, 2022

Present: Elizabeth Greenberg (Chair) attending virtually, Rachel Armstrong (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Lorraine Lindenberg, Eric Stern (Director), Lisa Carvalho (Recording Secretary) attending virtually.

Absent: Erin Spencer (Town Council DPL Liaison), Meryle Zusman (Trustee Alternate), Victoria Austin (Trustee Alternate)

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

PUBLIC SESSION:

Amendments to Agenda: Director Stern noted approving a new substitute to be added to New Business.

Acceptance of Minutes:

Trustee Ives had questions re the ARPA grant and insurance reimbursement, which Trustee Powers clarified. Trustee Cataldo provided a brief update, noting that the Appointment of Alternate Trustees for 2022/2023 has been completed.

Motion to accept the Minutes of the Board of Trustees meeting held on March 21, 2022 by Trustee Armstrong. Seconded by Trustee Lindenberg. Roll Call vote. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers reported that with 25% of the fiscal year remaining, 31% of the budget remains. Taking into account encumbrances, the balance is approximately 29.3%, which is targeted to result in a surplus of approximately \$60k at the end of the fiscal year.
- Director Stern noted that one encumbrance is for Emergency Lighting Fixtures, which Lombard Electric has assured will be completed by the end of June.
- Trustee Powers updated the Board on her pre-approval of additional expenses pertaining to the sidewalk replacement at DPL which was done 4/10 – 4/13. Director Stern clarified for Trustee Greenberg that the additional expenses would be paid with library funds, not donations.
- Trustee Marcotte asked about the condition of the steps, and what would be done to address them. Director Stern relayed the plan to patch the top section and seal.
- Trustee Powers clarified that the original quote for sidewalk replacement expends the remainder of the Kassers' donation.

Motion to approve the additional expenditure of \$6,015.00 to DLB Paving for the additional work done on the walkway by Trustee Powers. Seconded by Trustee Armstrong. Roll Call vote. Motion passed 7-0.

Director's Report:

- Director Stern offered to open to questions from the Board regarding his report. Significant increase in usage statistics from last year overall. Circulation in Young Adult down slightly. Trustee Ives noted changes in ILL's. Director Stern noted the changes in access to the Libraries

due to the pandemic. More activities opening at schools as opposed to Zoom activities for YA. Overall, numbers are essentially back to where they were before the pandemic.

- Director Stern briefly addressed EBSCO, and GMILCS' UXG Group recommendation to not pay for full-text academic journals for the next fiscal year. Director Stern meets with the GMILCS directors on Thursday, and will get clarification for next meeting.
- Director Stern provided clarification on the Derry school loan program, which covers K-8 grades.

Gifts:

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. Roll Call vote. Motion passed 7-0.

Correspondence:

- Trustee Cataldo sent an email to Town Council Liaison Erin Spencer regarding the Appointment of Alternate Trustees for 2022/2023, and this has been completed. Victoria Austin and Meryle Zusman will again serve as alternates, for the next year.

Announcements:

- Welcome the new Recording Secretary, Lisa Carvalho!

No Public Comment

NEW BUSINESS:

- Sidewalk construction recap: The sidewalk project went well and on time, from 4/10 – 4/13. Polaris was down for the Hudson onboarding, and was completed on time with the help of the other GMILCS libraries and GMILCS staff. Future libraries added would similarly result in 2-3 days of down-time for the catalog.
- Mezzanine access for air handlers: Director Stern spoke with Town CFO Mark Fleischer. Bank of America granted a 6-month extension on lease funds to mid October 2022. The Town may approve the expenditure in the next couple of weeks for this project at the DPL, as \$140k remains in lease funds, and the project came in at \$127k. If the Town does not approve, Director Stern suggested breaking the project into portions to address access to the air handler above the Tech Room ceiling. If the Town does not approve, we will address at next month's meeting.
- Patron Age Limit for Library Card Issuance: Director Stern encouraged discussion, noting the dilemma posed by the law vs. the circulation flow-chart. Regarding library card approval, consent cannot be gained from a child that cannot communicate. Director Stern will consult DPL Circulation and other staff for input, and return to the next meeting with a recommendation.
- Preliminary discussion of forming a long-range strategic planning committee: Trustee Greenberg commented on plans for a sub-committee that were being made before the pandemic and encouraged a revisit. Trustee Armstrong brought up questions regarding current committees. Trustee Powers suggested that the time may have come to review objectives. Director Stern will look into this after Budget season. Trustee Greenberg suggested this issue be carried forward on the Agenda.
- Approval of a LA1 substitute for Circulation: Director Stern shared that Susan and Julie interviewed Nancy Abbott today. Nancy lives in Derry and is an active patron of the library. She aced both shelving/shelf reading tests. Proposal to hire Nancy.

Motion to offer a LA1 substitute position to Nancy Abbott at \$15.12/hour by Trustee Armstrong. Seconded by Trustee Lindenberg. Roll Call vote. Motion passed 7-0.

OLD BUSINESS:

- Town Council budget meeting schedule: Director Stern meets with the Town Council Thursday, April 21, Tuesday April 26, and Tuesday, May 3. The first is Q&A for Director Stern; second is town-wide budget meeting; third is budget/CIP approval. All are public meetings. Director Stern submitted his PowerPoint presentation to them today.
- NHLTA May Conference: Discussion regarding attendance and carpooling. Trustees Greenberg, Powers, Cataldo, Marcotte, and Lindenberg will be attending, along with Director Stern.
- Covid-19 Update: Director Stern had previously emailed regarding opening Meeting Room B to the public. Roughly half of the libraries in the state have opened meeting rooms. Masks are optional. If the numbers change Director Stern will update the staff regarding CDC recommendations, but has no plan to mandate masks.
- Trustee Ives highlighted areas of the staff reports. She noted that she really enjoys the staff reports, and finds them very helpful.
- Trustee Marcotte brought up the idea of putting out a “community” puzzle in the library.

ADJOURNMENT

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

- Public meeting adjourned at 7:41pm

Next meeting is Monday, May 16, 2022, at 6:30pm in Meeting Room Side A

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary