

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, May 15, 2023

Present: Rachael Armstrong (Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Pete Marcotte, Meryle Zusman (Trustee Alternate), Eric Stern (Director), Lisa Carvalho (Recording Secretary)

Absent: Elizabeth Greenberg (Vice Chair), Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

The Meeting was called to order at 6:31 by Trustee Armstrong.

PUBLIC SESSION:

Amendments to Agenda:

The BOT then made an appearance at the Awards Ceremony reception for the McGregor Poetry Contest upstairs in the Café area.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on April 17, 2023, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

Motion to accept the Minutes of the Policy Committee meeting held on May 10, 2023, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

Treasurer's Report:

- Two months to go, all looks good. Treasurer Powers opened the floor to questions.

Director and Staff Reports:

- Director Stern provided an update on supervised visitations. He spoke with the Police Chief who advised us to do as we have done: prohibit them in the meeting room and study rooms, and to avoid conflict, to not engage if they are occurring in public spaces. If staff were to observe any conflict or escalating situation, they should contact the police immediately. Police Chief Feole advised that libraries reach out to DCYF to get clarification on exactly what types of visitations are allowed to occur, per their policies, at public libraries. If the visitations occurring in public libraries are court-ordered, fully-supervised visitations, that will need to be addressed. The Chief stated that those visits should NOT be happening in public libraries. This topic will be addressed again at future board meetings. Director Stern will speak with ULAC directors, and he will draft a letter to DCYF to seek clarification on the issues that we have.
- Trustee Cataldo was impressed with the Statistics report. She asked if we'd considered having a separate category for Library of Unusual Things, as well as CDs/DVDs. Director Stern noted that these could be added, and they will likely appear on future reports.
- Trustee Marcotte raised discussion on the GMILCS dues formula being updated, as per the Director's Report. GMILCS Directors will be considering a 3-year rolling average of dues at the upcoming GMILCS meeting. Director Stern predicted that the increase would be in the \$2,000.00 range for the year, returning DPL to pre-Hudson levels. Director Stern explained in more detail

with examples. Most burden currently falls on the library being borrowed from, no matter the hometown of the patron. A few libraries, Bedford being the most notable, are paying a lot for other communities' patrons to borrow from them. When usage is attributed to the "home" library of the patron, this results in increased fees for many libraries across the consortium. That is the biggest driver of the cost increase in the new dues formula. Director Stern also discussed the impact that counting initial checkouts as opposed to renewals would have on the dues GMILCS dues formula. Director Stern will provide additional details as the GMILCS Board continues to discuss these changes.

Gifts:

- Director Stern reported a gift from the Derry Medical Center Charitable Foundation that will be donating \$1,000.00 each to a few local libraries. This will go into Programming, as it has historically, specifically toward Author Fest expenses.
- Director Stern reported a check from Hannaford for the fundraising kiosk for \$264.00. Discussed applying for other fundraising opportunities at Hannaford.

Motion to accept the monetary gift of \$1,000.00 from Derry Medical Center Charitable Foundation and the gift from Hannaford in the amount of \$264.00 and 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. Motion passed 7-0.

Correspondence:

Director Stern will confirm that NHLTA dues have been paid.

Announcements:

Director Stern announced that his prior phone is now unfortunately residing at the bottom of Moose Pond. He lost 5+ years of his phone contacts, so it will take some time to get that back up to speed.

Public Comment

There was no public comment.

NEW BUSINESS:

- Board approval of circulation/children's substitute (LA-1) hire: Director Stern gave his highest recommendation for the Board of Trustees to hire Susan Medeiros. She had previously been the Chair of the Board of Trustees in Nottingham, where he was a director. She has toured the library and loves it. She met other staff members that agreed with his recommendation. He shared her resume with the Personal Committee. There is a need for an additional substitute for the "pool" that we can draw from.

Motion to approve the hire of Susan Medeiros as Circulation/Children's Substitute (LA-1) at the rate of \$15.12 per hour by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

- Review proposed updates to Patron Code of Conduct: Director Stern specified the revisions of the Patron Code of Conduct are essentially to the last three bullets on the list of the Code, the biggest one being our thoughts about Beverages. The management team spoke at length about the availability of the carpet extractor. We have easily replaceable carpet tiles in the Children's space. The management team felt that making a distinction between the types of beverages and

containers that people carry in the library was something that we couldn't consistently police. Beverages will be allowed in the library except in rooms where we have irreplaceable materials and around the computers. The Policy Committee agreed. This updated policy clarifies the areas where food can be consumed, and provides rationale for why the areas are needed. Lastly, this draft strikes the need to silence cell phones in the library. If people are being disruptive they are asked to change their behaviors. If they don't stop being disruptive, they can be asked to leave.

Motion to accept the revisions to Patron Code of Conduct, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 7-0.

- Review proposed updates to Circulation Policy re unique items): Director Stern reported that we have had some patrons, minors, checking out items in the Unusual Items Collection. They are not legally able to enter into a contract unless they are 18 years of age. If they were to check out items that went missing, we would have no recourse. The parents need to sign the forms for Unusual Items. Director Stern spoke with the Policy Committee, and we settled on this language in the Policy. If the Borrower is a minor, the Borrower's guardian must sign the form and the person who signed the Borrower form must be present when the item is returned. We also felt that, for now, only one Unique Item may be checked out per patron. Whether the limit should be per family or per patron was discussed.

Motion to approve proposed updates to the Circulation Policy re unique items by Trustee Armstrong. Seconded by Trustee Ives. Motion passed 7-0.

- Letter of Support for Leach Library: Director Stern is excited to be meeting with the GMILCS Membership group tomorrow and will be chairing the group in the next cycle. Erin Matlin from Leach Library will be there with her Assistant Director for the first formal discussion with GMILCS about coming aboard in FY25 or FY26. Erin has asked the GMILCS directors and trustees for letters of support to be able to present to the Leach Trustees. Director Stern would like to write a letter on behalf of Erin and the Leach Library to say why I think it would be a good thing to be part of GMILCS, but only with the blessing of the Board. Geographically, Londonderry is a gap in the middle of the GMILCS Consortium. Discussion followed. Director Stern commented that there will be fewer non-resident cards. The benefits far outweigh the disadvantages of having them be a part of GMILCS. The trustees had no objection to drafting a letter.

OLD BUSINESS:

- Discuss final approved FY24 Budget, end of FY23 spending needs: Director Stern stated that the FY2024 Budget is approved. The FY2023 spending needs are:
 - There will be expenses relating to the chiller. When they arrived last week to do the chiller start up, it shut down after 10 seconds. It is getting incorrect signals about the temperature. They identified a faulty wire that is in a subterranean line running from the chiller under the Children's room floor to the chiller pump room. Director Stern suggested drilling through next to the coolant line and following the line across the room in the ceiling over to that room. This solution would meet code. That work will happen tomorrow, otherwise we have no chiller. The cost is not known yet. Director Stern was told it would not exceed \$5000.00.
- Discuss P-Card spending limit extension for June: Director Stern requested preemptive approval for a P-Card extension for the month of June, the last month of FY23. Trustee Powers discussed

budget details, and the Board agreed with Director Stern's request. At the beginning of June, Trustee Powers and Director Stern will reach out to Mark Fleischer for an extension, up to \$10k.

- Participants summarize their NHLTA Conference experience: Trustee Cataldo, Trustee Lindenberg, Trustee Marcotte, and Director Stern shared their experiences at the NHLTA Conference. Programs of note included "Developing Collections and Preparing for Challenges," "Conducting Diversity Audits," the Keynote address by Martin Garner, "How to Work with Your Town Government, Boards and Community to Promote DEI and Social Justice," and "Rent not to Own" on e-resource licensing. All agreed that the conference was worth attending.
- Status update on Strategic Planning Goals:
 - Goal Category 3, Objective 3: Director Stern reported that we have the umbrella on the patio, providing great shade. This will be a game-changer for summer programs on the patio. Also, Parking will remain on the radar. There will be construction on Marlboro Road starting this week, with very little notice to alert the public. He received an email from the Town on Friday that they would be starting construction on Monday.
 - Goal Category 1, Objective 2: Director Stern is working with Jen Khoury on the survey to gather information on whether we are meeting the needs of our diverse patrons. The survey should be released at the end of May electronically and in hard copy. Trustee Lindenberg asked whether something could be included in the survey for people to express interest in creating community displays regarding their particular group, and Director Stern felt that this could be done.
 - We will start to make some progress on the Mobile Library/Bookmobile Goal, which is a long-term goal.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Ives. Motion passed 7-0.

- Public meeting adjourned at 7:51 pm.

Next meeting is Monday, June 12, 2023, at 6:30pm in Meeting Room Side A
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary