

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, May 16, 2022

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

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

Meeting was called to order at 6:32 by Trustee Greenberg

PUBLIC SESSION:

Amendments to Agenda: None

Acceptance of Minutes:

Trustee Powers requested changing “Treasurer” to “Trustee” on the motion at the bottom of page one.

Motion to accept the Minutes of the Board of Trustees meeting held on April 18, 2022 by Trustee Lindenberg. Seconded by Trustee Cataldo. Motion passed 7-0.

Treasurer’s Report:

- Trustee Powers reported that we expect a surplus at year end. The 2021 encumbrance has come out, the check has been paid. Director Stern reports that the scanner funded by the ARPA Grant should be arriving tomorrow.
- Trustee Powers noted that work should soon begin on the FY23 Special Funds Budget.
- Trustee Powers reports the need for decision making if we have surplus funds from the FY22 general fund. Options: Revert to the Town; Encumber with a PO for future work; Transfer to Capital Reserve. This issue will be added to June Agenda.
- Trustee Ives noted that fine revenue is down. The Board policy changes happened throughout the pandemic.

Director’s Report:

- Director Stern is reviewing upcoming/current projects to be funded by Fiscal 2022 funds.
- Trustee Marcotte raised concerns over posts in the new concrete needing to be cleaned up. Director Stern responded that DPL would take the onus for final cleaning and repainting once the steps are completely repaired by the subcontractor.
- Trustee Cataldo made comment on the ADA compliance for the Book Drop. The current drop is not high enough and will need to extend into the area of glass above so that it can open adequately. Director Stern also commented on staff requests re improved ergonomics/efficiency retrieving books from the drop, which will be addressed at the time the drop is replaced.
- Trustee Armstrong supported Director Stern’s thoughts re a Book Mobile, which would be addressed as part of strategic planning. Trustee Lindenberg advocated for more connection with seniors, both inside and outside the library, supporting the idea.

- Trustee Marcotte asked about the State Law Library Westlaw access and outreach. Director Stern reports this will be done predominantly by the State Law Library.
- Trustee Cataldo expressed satisfaction with the Poetry Contest asked whether there would be separate contests for adults and kids next year. Director Stern believes that there will be a separate children's contest in 2023. There is also potential for collaboration with the Robert Frost Farm, as Jessica Delangie is now a trustee there.
- Trustee Marcotte asked if there would be more in-person event for adults moving forward. Director Stern responded affirmatively, but that virtual will also remain. Trustee Armstrong inquired of hybrid events with Meeting OWL, and Director Stern noted that it can be used, but works a lot better indoors.
- Trustee Lindenberg asked about the patio gate. The Derry Fire Department has not gotten back to DPL, but Director Stern will report back to the Board if needed.
- Trustee Marcotte's puzzle suggestion has been a great success!

Gifts:

- Trustee Powers reports donation from Benevity of \$1,051.76. Trustee Powers, through her employer MassMutual, can provide a donation of \$25 per hour for 60 hours of volunteer work through that organization annually.
- The Derry Medical Center Charitable Foundation has emailed DPL, indicating that they will be sending a \$1,000.00 donation shortly.

Motion to accept the Benevity donation in the amount of \$1,051.76 by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.

Motion to accept a future gift from Derry Medical Center in the amount of \$1,000.00 by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0.

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 Cataldo. Motion passed 7-0.

Correspondence:

- Trustee Greenberg received an invoice via email from NHLTA for the membership for the Board Members. Director Stern will handle

Announcements:

- Happy Birthday to Trustees Marcotte and Armstrong! Happy Anniversary to Trustee Marcotte!

No Public Comment

NEW BUSINESS:

- Discuss whether to approve Supplemental appropriation for Benevity and Derry Medical Center donations: See Gifts above
- Question regarding DPL membership in local organizations: The cost to join Rotary is expensive and has time constraints that could be shared by the staff. Collaboration is also possible without membership. Chamber membership has been covered by DPL. Director Stern welcomed more input by the Board regarding membership in local organizations. The Board opined that Director Stern can proceed with memberships that he deems to be in the best interest of the library.

OLD BUSINESS:

- Recommendation for patron age for DPL library cards: Director Stern reports polling the Circulation Staff anonymously. Age 5 was the overall recommendation. Discussion followed regarding challenges with confidentiality laws. Per the law, parents are responsible for books/fines, but cannot be told what they are paying for under current RSA. Section 201-D11. This proposed policy, if enacted, will not be applied retroactively.

Motion to accept age 5 as the minimum age to receive a library card, and to amend the circulation policy accordingly by Trustee Marcotte. Seconded by Trustee Cataldo. Motion passed 7-0.

- Follow-up on mezzanine catwalk project options: Director Stern emailed with Mike Fowler. Per our decision, they are ready to move forward. Mark Fleischer conveyed to Director Stern that if not used, the funds will lapse in October and be used to pay other debts. The project is expected to proceed with mandatory completion by October 2022. The bid is \$127,000 and Town has \$145,000 remaining in escrow to cover. Director Stern expects to bring a timetable for the project to the June meeting.
- Continued discussion regarding the formation of Strategic Planning Committee: Trustee Greenberg requests thoughts on timeline and members. Committee would best include 1-2 Board members, department heads and possibly others, including community representatives. The committee would look 3-5 years out as the Board handles current events. Consensus is to move forward. Director Stern will contact a consultant and report back at June meeting. Trustee Greenberg asked if anyone on the Board has interest in serving on the Strategic Planning Committee. Time commitment requested. Candidates were discussed. Director Stern will work towards creating a community survey with the staff.
- 5/10 NHLTA Conference recap: Positive discussion. Trustee Marcotte saw lack of vendors. Trustee Lindenberg suggested that we look at "The Human Library," done annually by Goffstown PL, for DPL. Trustee Powers and Trustee Cataldo extolled and discussed inclusivity.
- Covid update: Director Stern reports masks remain optional. Director Stern reports that approximately 1/3 of our test kits remain, and that he may invest in more at the end of the budget cycle. If the numbers change for the worse, Director Stern will update the staff regarding CDC recommendations on masking, social distancing, etc.

ADJOURNMENT

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

- Public meeting adjourned at 8:02pm

Next meeting is Monday, June 13, 2022, at 6:30pm in Meeting Room Side A

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary

TITLE XVI LIBRARIES

CHAPTER 201-D STATEWIDE LIBRARY DEVELOPMENT SYSTEM

Section 201-D:11

201-D:11 Library User Records; Confidentiality. --

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.