

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, June 12, 2023**

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

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

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

PUBLIC SESSION:

Amendments to Agenda:

There were no amendments to the agenda.

Acceptance of Minutes:

Trustee Powers sought clarification in the first full sentence of page 2, adding the word “burden.”

Motion to accept the Minutes of the Board of Trustees meeting as corrected, held on May 15, 2023, by Trustee Greenberg. Seconded by Trustee Marcotte. Motion passed 7-0.

Treasurer’s Report:

- Trustee Powers noted that we are meeting a bit early this month, so the report is dated June 1, but May expenses may be added. The Capital Reserve Balance has been updated. See page 1 of the Treasurer’s Report. There has been a surplus in the General Fund in past years that was moved to the Capital Reserve Fund. The pandemic influenced this, and DPL received a large donation last year. The FY23 actual should be very close to what was budgeted. Trustee Ives commented on the larger-than-expected revenue this year from fines.

Director’s and Staff Reports:

- Director Stern noted that we were served with a subpoena for patron records, a first for him. It concerned a patron’s alleged illegal use of a t-mobile hot spot to perpetrate cyber crimes. DPL has been loaning out wireless hot spots as part of its “unusuals” collection. The subpoena was issued per the requirements of state statute, limited to searches of a particular individual, and DPL complied with the subpoena. While the subject was a patron, no records were found relating to the activity in question.
- Trustee Cataldo commented on the recently hired substitute that left DPL quickly for a full-time position elsewhere. 3 additional candidate interviews have been set up for this week.
- Trustee Greenberg asked for clarification on the second 2 bullet points on page 1 of the Director’s Report regarding ending the self-hosting of GMILCS records and Aspen Discovery. He shared about the upcoming move from GMILCS hosting their own server to a company that supports libraries. Without this change, a cyber-attack could take the library offline for an indefinite amount of time, the least of which would be 2 weeks of time with no access to our catalog or information in our system. This will be a multi-year contract.

- Trustee Ives expressed her appreciation for the Use of Library Statistics and the MacGregor Poetry Contest reports.

Gifts:

There are 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 Powers. Seconded by Trustee Armstrong. Motion passed 7-0.

Correspondence:

- Trustee Cataldo sent Thank You notes to Hannaford and Derry Medical Center for their monetary gifts in May 2023.

Announcements:

- Director Stern, on behalf of Ray Fontaine, asked for Trustee Ice Cream Scoopers for the end of the Children’s Summer Reading Program party on Thursday, August 10, 2023, at 12:45pm. Trustees Lindenberg, Cataldo, Greenberg and Marcotte plan to attend.

Public Comment

There was no public comment.

NEW BUSINESS:

- Discuss transfer of funds from fine account to cover FY23 materials expenses: Director Stern believes that we will be very close to the limit of the General Fund by fiscal year end. He requested the Board to plan to transfer some of the funds from the fine account for materials as we went over the Materials portion of the General fund. He believes that we may need approximately \$10,000.00 to be transferred at the end of FY23. Add to agenda for July meeting.
- Library fire sprinkler system – FY23 year-end repair: Mike and Eric have been aware for a few months that the compressor has been firing more than it should, which is indicative of air leaks in the pipes that are in the attic area of the old library. The front part of the building (the old) has a dry system. It pumps air into the system to keep the water at bay. If there were an issue, the compressor would stop, the water would go into the sprinklers, and they would work. If the compressor were to fail, any of the leaks would drip on the ceiling in the old section of the library. The system would fill with water. If this happened in the winter, this water would freeze and cause serious problems. Impact Fire is doing work following up on their recent inspection of the full system, and as part of that work, will be doing an inspection of the section of pipe in the attic to determine a remedy. Director Stern requested the Board’s approval to move forward on this situation, once a full quote is received. The amount of the estimate was discussed and the Board agreed to move ahead on this repair.
- Update to “Unique Item Borrower’s Form” – 2-week loan: Trustee Cataldo asked for clarification on the new policy of a 2–week borrowing period. Extensions will only be permitted if no one is on the waiting list, which is unlikely. Director Stern made this change to the form as many of the lawn games are extremely popular in the summer. He would like the Board to add this standard to the Policy.

Motion to accept updates to the Circulation Policy, approving a 2-week loan period for unique items, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

- Fine account discussion – to fine, or not to fine? That is the question...: Director Stern had a preliminary discussion with the Policy Committee regarding late fees. DPL is now in the minority of local libraries that are charging daily late fees. He suggests the Board discuss and decide this issue in the near future. Unique Items would retain late fees, and we would still charge for lost or damaged materials. He commented on studies that have shown that the fines can be a deterrent to lower income families coming into the library. Many libraries are seeing more people coming back into the library and not seeing materials missing when fees have been eliminated. Trustee Marcotte asked for the reaction from the Circulation Desk. Director Stern said that they strongly support this change, and would be glad to eliminate the “adversarial” environment that enforcing fees creates. The fine account balance includes lost items and Unique Item fees, which would not be eliminated as currently contemplated. There are other opportunities to create revenue, such as the scanner. The Board discussed the issue. Trustee Powers asked what actions need to be taken to make this policy change. The Policy and Finance Committees may need to meet. Trustee Powers does not believe that the Operating or Materials budgets would be impacted if we moved into the next fiscal year without fines. The Policy Committee will meet in July to resolve the decision, and to bring language to the full July BOT meeting.
- Library bookmobile discussion – should we start with a bike?: Director Stern met with Mat Bose, the Assistant Director in Concord, last Thursday, and saw their setup. In the article (in the trustee packet) the books are given away, but if we were to do this, we would likely stay within a 2–3-mile radius to bring books to the community to borrow. They can go to any community event and there is much goodwill around the project. Concord uses existing library staff to ride the bike(s), and our staff members are excited to do this. There are some obvious drawbacks to using a bike instead of a van. This would be seasonal and weather dependent. Director Stern would like to investigate the donation of a bike or a significant discount from the vendors in town. The bikes are expensive, and the trailer will have to be custom made. Helmets and other safety gear would be necessary. Mat shared that the total cost for a bike and the trailer landed between \$7,000.00 and \$8,000.000. The Concord Library received an ARPA grant for \$18,000.00 for their 2 bikes/trailers and equipment. Director Stern envisions DPL having one bike/trailer, but for safety reasons, two people always going out together. The second person could ride on a regular bike. Trustee Greenberg asked if there were any insurance issues. Director Stern had asked this question of Mat and there was no increase to Concord’s insurance premiums through Primex. Trustee Lindenberg asked if special training will be required. Concord librarians using the bikes were trained by their Police Department in the correct operations of bikes on the roadways. Director Stern recommends the same for DPL. Storage location was discussed. Director Stern would keep the bikes in a public area to display them in season. This will be an advertising opportunity. Concord goes out 3-4 times per week on the bikes and loads them based on the locations they visit. They can also collect books. Director Stern feels that this would be a risk worth taking based on the feedback from other communities on its success. The timing of this purchase was discussed. Trustee Powers suggested looking at having this ready for next spring. Director Stern will take next steps to investigate, and gather information.

- Discuss minor updates to manager job descriptions: Director Stern included in his report some minor changes that should not require the need for a Personnel Committee meeting. The changes are punctuation or wording without changing the intent or responsibilities. In some cases, duties that were assigned elsewhere have been removed.

Motion to accept the changes as written to the Assistant Director, Head of Reference, and Head of Technical Services job descriptions by Trustee Greenberg. Seconded by Trustee Marcotte. Motion passed 7-0.

OLD BUSINESS:

- Update on DCYF court-ordered supervised visitations: Director Stern will have a Zoom meeting with representatives of DCYF at the end of the month. Upon receiving his letter, DCYF responded right away and looks forward to discussing ways to work better on this issue with Director Stern. Some DCYF policies are seemingly being violated by having court-ordered visitations in public libraries. There are different tiers of supervised visitations. Some are monitored exchanges, some partially supervised, and some fully supervised. Director Stern will seek clarity on what types of meetings are held at libraries. He will report back to the Board.
- Update on Leach Library applying for GMILCS membership: Leach's Board of Trustees voted to file an official application at their 6/7 meeting. It is *likely* that they will join in early FY25, if things move smoothly. Director Stern's letter was well received, as was Susan's appearance at the meeting.

ADJOURNMENT

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

- Public meeting adjourned at 8:09 pm.

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