

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, June 13, 2022

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

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

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

PUBLIC SESSION:

Amendments to Agenda: None

Acceptance of Minutes:

Trustee Powers requested changes to page two, in the Gifts segment. Change the spelling of MassMutual by deleting the space between, add a comma to the numeral 1,000. In the Correspondence segment, and in Old Business on page three, correct the acronym NHLTA. Also, in the 5/10 NHLTA segment, change Trustee Armstrong to Trustee Powers.

Motion to accept the Minutes of the Board of Trustees meeting held on May 16, 2022, by Trustee Ives. Seconded by Trustee Marcotte. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers reported that she expects little change to her reports. It is possible that not all spending has been reported for the June 2nd for May 31st deadline. Director Stern's report reflects some items that may need to be added. The FY21 budget was closed in November, as the audit happens in September or October. We have a period of waiting, but there are typically no adjustments. Treasurer Powers will give a preliminary report in July. There was discussion of moving surplus to Capital Reserve for DPL before October. Trustee Cataldo asked a question regarding the Special Fund balance, and Trustee Powers clarified.

Director's Report:

- Susan's granddaughter was born! ☺ DPL is collecting diapers and baby wipes for Linnea, in conjunction with the Cranston, RI Public Library.
- Trustee Cataldo remarked on the Outreach segment of the Director's report (page 2) regarding the plastic grocery bags. The Derry Garden Club is having them turned into park benches. Director Stern remarked that collaboration on this was a byproduct of DPL attendance at a Derry Village Rotary Meeting. We will be assisting the Garden Club with collecting. The decision of where to place, and monitor, the donation bin was preliminarily discussed. It will take some time to collect the 500 pounds of bags needed to convert one bench.
- Trustee Marcotte asked about the upgrade to the OhmniBot. Director Stern explained that the upgrade will enable the bot to keep wi-fi signal through all zones of the library, with multiple

antennae. The old bot would drop signal when switching between zones. By trading in the old bot for the new, the DPL was able to realize this upgrade for significantly less than a new bot.

- Trustee Cataldo asked for clarification of the difference between Derry Rotary and the Derry Village Rotary, and Director Stern briefly explained the reason for the 2 clubs.

Gifts:

- Gift from Lenore D. Skilton in memory of Richard Emery of \$100.00.

Motion to accept a gift in the amount of \$100.00 in memory of Richard Emery by Trustee Powers. Seconded by Trustee Lindenberg. 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 Cataldo sent a Thank You note to Lenore Skilton for the \$100 gift.

Announcements:

- None.

No Public Comment

NEW BUSINESS:

- Discuss re FY22 Budget Surplus: Director Stern reported that most of the items in the Director's Report already have a PO including the installation of the closet in the children's room for storage, (just over \$2,000), the mural to be done at the entrance to the children's room (about \$1,000), and the library steps repairs. These step repairs should be completed on Wednesday. Trustee Lindenberg remarked that there is a crack in the pavement near the handicap parking area. Director Stern will look into this as well. The DPL will not go over budget in FY22. Trustee Armstrong and Trustee Lindenberg requested clarification on which funds can be utilized for what kind of project.

Motion to move any unexpended FY22 funds from the General Fund to the DPL Capital Reserve fund at the close of the fiscal year by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 7-0.

OLD BUSINESS:

- Mezzanine Catwalk Project Update: Director Stern is meeting on June 14 with the contractor to go over the timeline for construction. He believes it will start the 2nd week of July and end in August, taking approximately 3-4 weeks to complete. The work in the Tech Services room may require the room closed for at least a week during construction. Trustee Marcotte expressed concern on the deadline for this work to be completed. Director Stern noted that he expects the work to be finished well ahead of the deadline. Director Stern will report in July on progress.
- Strategic Planning Committee Discussion: Director Stern reported that he connected with Primex, the town's insurance company, regarding an available Goal Setting Seminar, for the BOT and Staff. The training is available the week of 9/12-9/16 for a 2.5-hour training session. During discussion the date of 9/15/22, 9:30 am-12:00 pm was agreed upon.

- Covid-19 update: Director Stern reported that DPL continues to be hit with Staff shortages because of Covid exposures outside the workplace. Overall numbers are thankfully trending down.

ADJOURNMENT

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

- Public meeting adjourned at 7:24 pm.

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

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary