

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

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

Absent: Elizabeth Greenberg (Chair), Pete Marcotte, Erin Spencer (Town Council DPL Liaison)

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

PUBLIC SESSION:

Amendments to Agenda:

- Director Stern requested to add the approval of hire of Kristie Napolitano, as Children's Room Substitute.
- Trustee Powers commented that in July we usually make appointments to board committees. This will wait until the August meeting, so missing regular trustees can be included.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on June 13, 2022, by Trustee Ives. Seconded by Trustee Cataldo. Motion passed 6-0. (Trustee Alternate Austin initially absent)

Treasurer's Report:

- Trustee Powers reported that General and Special Fund Accounts for FY22 are not final amounts. Some invoices have not been received yet. As stated in at June's meeting, final numbers will not be available until October, although Trustee Powers will provide an August update as outstanding invoices are paid. She will do a final report when all information has been received and reviewed. Director Stern added that the current FY22 surplus will likely decrease by as much as \$10,000.00 due to remaining invoices.

Director's Report:

- Director Stern commented on the second page of statistics, FY19, 21 and 22. He noted that FY22 is getting back to where numbers were in FY19, before the pandemic. Children's department numbers for 22 were also noted. FY20 was not normal, due to Covid.
- GMILCS Budget: We have the final budget for FY23, and it went down more than expected. With the EBSCO database disappearing the savings will likely be used to acquire a replacement through GMILCS. While the ARPA grant gave us a little more time with EBSCO, the state has dropped EBSCO.
- Trustee Cataldo asked about retractable motorized blinds over the circ desk, and whether the purpose is to decrease the cost of air conditioning? Director Stern was asked by the Circulation Staff to investigate these to improve comfort at the circ desk. How the overheating in that area is happening has not been fully identified, but investigation will continue.

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.

(Trustee Alternate Victoria Allen has joined the meeting)

Correspondence:

- Trustee Cataldo sent a Thank You note to DMC for the \$1,000.00 gift.

Announcements:

- Director Stern noted that Children's will need a few trustees to scoop ice cream for the end of the summer reading program on August 11, 2022, at 12:45pm for a few hours. Trustees Cataldo and Lindenberg volunteered and it is expected that Trustee Marcotte will volunteer as well. Others will check their calendars and reply. Director Stern will email a reminder to the trustees.

No Public Comment

NEW BUSINESS:

- Youth Employment Policy: Director Stern would like to meet with the Policy Committee to review DPL's youth employment policy, which is part of the personnel policy. It is out of date. State regulations were reviewed. There has been discussion among the department heads regarding the youngest age at which DPL would hire. The Age Discrimination in Employment Act ("ADEA") applies only to people 40+. The trustees will likely want to consider a minimum age.
- Replacement of 1st floor carpeting – start of process: Director Stern reported that the process to investigate the project will be lengthy. Director Stern, Ray Fontaine, and members of the Children's Staff met with a company (Messina's) that had measured the space in 2018. They will supply samples. Trustee Marcotte emailed Director Stern ahead of the meeting with recommendations and advised to check with the Derry and/or Londonderry schools to see who they have used in the past. Based on the 2018 quote, Director Stern expects that the cost will approximate the budgeted CIP amount of \$45,000. DPL will be responsible for moving shelving, books, and other furniture ahead of the carpet replacement. If the space was completely clear of furnishings, it is estimated that the work would take 2 days to complete, however, Director Stern would like to keep the library functioning through the process. Further discussion will be needed. Trustee Lindenberg supported the use of carpet tiles. The Board discussed the need for issuing a RFP.
- Hiring of Kristie Napolitano for Children's Department Substitute Librarian: Kristie interviewed last week. Director Stern recommends the hire.

Motion to hire Kristie Napolitano as a Children's Department Substitute at a rate of \$15.12/hr by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

OLD BUSINESS:

- Mezzanine Catwalk Project Update: Director Stern reported that Solid Roots inspected the work that was done and found/remedied a couple of small issues. There is an additional duct that will need to be repaired, and this will be addressed when they return on 7/25. Director Stern has personally inspected the work, and is happy with what they have done so far.
- Strategic Planning Committee Discussion: Director Stern included in his report the "Is It a Meeting?" flow chart. Director Stern spoke with Assistant State Librarian Lori Fisher, and it is her

opinion that the upcoming Goal Setting session with Primex, scheduled for 9/15, could be considered a meeting, which would require notice. Trustee Powers offered that the purpose of the training is to discuss the Strategic Plan for the DPL, so it is probably a public meeting. Trustee Armstrong leaned toward classifying it as a “brainstorming” session and so may not be a meeting. Trustee Cataldo made a distinction between the meeting being for the Board or the library. Trustee Alternate Zusman also made the distinction between something which is put on by the library, versus the Board of Trustees. Discussion ensued, and it was decided that the training on 9/15 would be publicly noticed. Director Stern sincerely thanked Trustee Powers for her input.

- Covid-19 update: Director Stern reported that DPL continues to be hit with staff shortages due to Covid. Last week the Circ Department functioned with a skeleton crew. The Board supported Director Stern if the need arises to close the library due to insufficient staff, but Director Stern stated that the library would remain open if at all possible. As Covid seems to be rebounding, Trustee Ives raised the suggestion to ask staff to mask again. Trustee Armstrong responded that masks should remain optional. Director Stern also does not want to mandate masks. According to the CDC, numbers across the country are increasing, but New England is doing better than other areas for now. DPL will continue to follow CDC guidelines. Director Stern will be ordering more Covid rapid tests to replenish the library’s supply.

ADJOURNMENT

Motion to adjourn by Trustee Cataldo. Seconded by Trustee Powers. Motion passed 7-0.

- Public meeting adjourned at 7:40 pm.

Next meeting is Monday, August 15, 2022, at 6:30pm in Meeting Room Side A

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary