

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, August 15, 2022

Present: Rachel Armstrong (Vice Chair) attending virtually, 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 6:32 by Trustee Powers

PUBLIC SESSION:

Amendments to Agenda: None

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on July 18, 2022, by Trustee Armstrong. Seconded by Trustee Lindenberg. Trustee Marcotte abstaining. Motion passed 6-0.

Treasurer's Report:

- There is no written Treasurer's Report. Referring to the Director's Report, while the books have not been closed on 2022, DPL spent 99% of its FY22.
- Trustee Powers reported that any remaining funds from FY2022 will go into the Capital Reserve, as previously voted upon. The audit will begin in September or October. Trustee Powers will report when the audit is completed, perhaps in October or November. For FY2023, some expenditures that are annual will impact the first month of the FY. General Funds budget was reviewed. She mentioned that overtime pay had been allotted due to Covid impact at DPL.
- Special Funds Budget will be prepared for review and discussion at the next meeting. Any special projects suggested should be brought to the next meeting.

Director's Report:

- Director Stern offered to take questions. Trustee Marcotte commented we should be sure to address the posts needing cleaning of splashed concrete, as the stair project comes to completion.
- Trustee Cataldo referred to the Westlaw laptop regarding physical security. Director Stern replied that the laptop will be monitored closely.
- Unusual items continue to be popular.

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 Lindenberg. Motion passed 7-0

Correspondence: None

Announcements:

- Director Stern announced that Andy Marcinkowski, DPL Janitor, hurt himself badly on his bicycle, requiring a hip replacement and will be out as many as six weeks. Trustee Cataldo will send a card from the Trustees.

No Public Comment

NEW BUSINESS:

- Youth Employment Policy Update: Director Stern and Trustees Ives and Cataldo met to review the changes to the policy and agreed on them. Changes included:
 - The library shall abide by all applicable State and Federal laws pertaining to youth employment, including but not limited to those that impose hour limitations on youth employees. In this section, “youth” is defined as any person under 18 years of age.
 - DPL shall maintain a Youth Employment Certificate for any employee 12-15 years old.
 - Due to the need for DPL to maintain confidentiality of patron records, absent compelling circumstances, no youth employee shall work in any position other than as a Library Page. As a matter of general practice, absent compelling circumstances, DPL will not employ youths under 15 years of age.
 - Trustee Cataldo reported that most of the youths that we employ will be 16-17 years of age and will need a parent permission form to stay in their employment file. A Youth Employment Certificate and Parental Permission form are not required for youth employees who are enrolled in approved school-to-work curricula.

Motion to approve the proposed changes to the Youth Employment Policy as recommended by the Policy Committee by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0

- Reference Department part-time job posting: Director Stern requested approval of this posting. This position would be an average of 15.5 hours per week. The budget will not be affected as Patrick has cut his hours due to outside commitments. This will be LIB2 if the person has an MLS, LIB1 without. The range of salaries is from LIB1 to LIB2.
- Resumption of Life Visions Volunteer visiting DPL weekly – Volunteers would be cleaning audio books and toys. Director Stern reported that this has been on hold since the onset of Covid and will resume. DPL policy requires a background check on adult volunteers. However, as each supervising Life Visions employee has already had a background check, additional individual checks would be wasteful. They had volunteered here for several years before the pandemic. Trustee Powers noted that if these checks were in writing, there is no need for DPL to duplicate.

OLD BUSINESS:

- Mezzanine Catwalk Project Update: Director Stern reported the ladder is 95% paid for and will be installed next week on budget. Town will then inspect it. This was covered extensively via email from Director Stern to the BOT.
- Replacement of 1st floor carpeting: Director Stern showed samples of the carpeting sections that would be installed. Some extra tiles will be included should replacement pieces be needed in the future. Director Stern will prepare an RFP for the work. This will require great effort for the Children’s staff to move shelves and books as the project ensues. There will be areas that will be off limits during the process. Logistics will be reviewed.

- Covid-19 update: Director Stern reported that he had Covid at the start of the month. DPL has had seemingly weekly Covid cases, but exposures are outside the workplace. Trustee Marcotte commented that the CDC suggests that this will continue seasonally. Director Stern reports that numbers have not been consistent from NH reporting, as many test at home and do not report. DPL will continue to follow CDC guidelines. Director Stern reviewed some of the In Person events coming up in the Fall.
- Goal Setting Session upcoming: Director Stern reminded that this would happen before the next Trustee meeting. The Staff is asked to fill out a form identifying three goals for the process and to bring to the meeting.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Powers. Motion passed 6-0

- Public meeting adjourned at 7:25 pm.

Next meeting is Monday, September 19, 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.