

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, September 19, 2022**

Present: Elizabeth Greenberg (Chair), Rachel Armstrong (Vice Chair), Caitlin Powers (Treasurer) attending virtually, Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Eric Stern (Director), Victoria Austin (Trustee Alternate), Lisa Carvalho (Recording Secretary)

Absent: Meryle Zusman (Trustee Alternate)

Meeting was called to order at 6:33 by Trustee Greenberg

PUBLIC SESSION:

Amendments to Agenda:

- No amendments to the agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on August 15, 2022, by Trustee Lindenberg. Seconded by Trustee Greenberg. Roll Call vote passed 5-0, with Trustee Greenberg abstaining. (Trustee Armstrong tardy)

Motion to accept the Minutes of the Board of Trustees Policy Committee meeting held on August 15, 2022, by Trustee Cataldo. Seconded by Trustee Ives. Roll Call vote passed 5-0, with Trustee Greenberg abstaining. (Trustee Armstrong tardy)

Treasurer's Report:

- There is no written Treasurer's Report. Trustee Powers reports that there has been some delay in updating numbers in MUNIS, the financial system used by the Town. Period 2 Statements show nothing of concern at this time, but we should have full reports available for the October BOT meeting. Trustee Powers recommends discussing the Special Funds Budget for FY23 at a future meeting.

Director's Report:

- Director Stern followed up regarding the handrails along the front steps, as he knew that to be a concern for Trustee Marcotte. He noted that Andy Marcinkowski will be sealing the sidewalks and steps when he returns after 10/1, and that Mike St Louis will be scraping and painting the rails.
- The Circulation Department is currently recruiting for a Library Page, and there will likely be a recommended hire at the next BOT meeting. Trustee Cataldo was aware of one of the candidates and said that she would gladly serve as a reference.
- Trustee Greenberg asked about the Director's thoughts on holiday pay for part-time staff who do not typically get holidays off, as it was mentioned in the Director's Report. Director Stern noted that he was looking for thoughts from the Trustees, because some part-time staff who have worked at DPL for a long time have never received vacation pay/time, or only minimal vacation pay/time. This happens because they never work on Mondays, when most holidays fall.

If a part-timer is typically scheduled to work on Mondays, they benefit from holiday time off and holiday pay. Trustee Greenberg asked that this be discussed by the Policy Committee in advance of the next regularly scheduled BOT meeting.

Gifts:

Motion to accept any and all unrestricted monetary gifts received between the last Board of Trustees meeting and this meeting by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call vote passed 7-0.

Correspondence:

- There was no correspondence.

Announcements:

- There were no announcements.

No Public Comment

NEW BUSINESS:

- Appoint Board Chair, Treasurer and Secretary: and Committee Assignments for 2022-2023
Board Chair – Rachael Armstrong, nominated by Trustee Lindenberg. Roll Call vote passed 7-0
Vice Chair – Elizabeth Greenberg, nominated by Trustee Marcotte. Roll Call vote passed 7-0
Treasurer – Caitlin Powers, nominated by Trustee Cataldo. Roll Call vote passed 7-0
Secretary – Monica Cataldo, nominated by Trustee Greenberg. Roll Call vote passed 7-0
The Board of Trustees then took up committee assignments:
Strategic Planning Committee – Trustees Armstrong, Cataldo and Ives.
Personnel Committee – Trustees Greenberg, Marcotte, and Ives.
Policy Committee - Trustees Armstrong, Cataldo and Ives.
Finance Committee – Trustees Marcotte, Powers and Lindenberg.
 - Trustee Powers noted that 3 trustee positions will be on the ballot in March, 2023, and that depending on the outcome of those elections, there could be some change in committee assignments.
- Schedule Board Regular Meeting Dates for 2023: Due to outside groups looking to reserve meeting rooms in 2023, the Board set its 2023 meeting schedule. 2023 meeting dates be 1/9, 2/13, 3/20, 4/17, 5/15, 6/12, 7/17, 8/21, 9/18, 10/16, 11/20, and 12/18.
- Discuss and potentially vote on FY23 Fine Account/Special Fund Budget: Director Stern met with Assistant Director Susan Brown after the last BOT meeting, and they discussed the Materials Budget, which draws from the Special Fund/Fine Account. Trustee Powers agreed with the proposed Materials Budget, which draws up to \$32,100.00 from the Special Fund, for an “all-in” total of \$114,662.00. Trustee Powers will complete a proposed Fine Account/Special Fund budget for the next meeting, to be voted upon by the Trustees.
Trustee Powers asked about any Special Projects that should be considered. Trustee Greenberg suggested potential upgrades to the meeting room for film production, if the partnership with DerryCam does not pan out.
- Discuss succession plan for Circulation Department. Recommended promotion of full-time staff member: Julie Gilchrist has announced her intention to retire no later than February 2023. Director Stern shared that Alexandra Osterhoudt, who is the other full-time circulation staff member, is the natural and excellent choice to succeed Julie, and all Department Heads,

including Julie, are unanimous in feeling that Alexandra should be promoted. An official discussion and vote on pay rate will happen when Julie officially announces her retirement. Director Stern noted that it is the opinion of himself and the Department Heads that there should be a full recruitment to find Alexandra's replacement, when she ascends to her new role.

Motion to adopt the succession plan of Alexandra Osterhoudt being promoted to Head of Circulation upon Julie Gilchrist's retirement, by Trustee Cataldo. Seconded by Trustee Lindenberg. Roll Call vote passed 7-0.

OLD BUSINESS:

- Mezzanine Catwalk Project Update: Director Stern reported that the project is done. Next step is for lights to be installed above the new sections of catwalk to illuminate random obstacles and prevent accidents. The duct found over the tech services ceiling will be put in place properly. After that we will have ENE in to check and assess all the air handlers, which are now accessible. Last but not least, the computer-controlled "back end" of the HVAC system will be reviewed, and hopefully the glitches in programming will be fixed. Director Stern discussed the challenges of working with the 1 contractor who is licensed in NH to work on this system's programming.
- Replacement of 1st floor carpeting: Director Stern reports that the RFP has been drafted and posted. On Wednesday, September 21, there will be a pre-bid walkthrough with prospective bidders. 1 bid has been received, and 3 other companies have been contacted. Trustee Greenberg recommended an additional company to contact. Once the bidding period has closed on October 30, they can be reviewed, and the Trustees can decide on a contractor at the October meeting. The hope is for a November/December 2022 installation. Trustee Greenberg raised the question of hiring movers to facilitate this project. Director Stern noted that he felt that library staff would be the best people to move the books, but he felt that it would make sense to investigate hiring movers to deal with the shelves and other furniture.
- Recap of Primex Goal Setting Session: Director Stern said that he felt this went very well. Primex will compile the report to be passed to the Strategic Planning Committee for review. There were many positive and achievable goals. Trustee Cataldo commented on the advantage of having the full DPL staff involved in this process. This topic will be included on future BOT meeting agendas.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Roll Call vote passed 7-0.

- Public meeting adjourned at 7:50 pm.

Next meeting is Monday, October 17, 2022, at 6:30pm in Meeting Room Side A
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary