

**Derry Public Library
Board of Trustees Meeting Minutes
Virtual Meeting via Zoom
Monday, January 11, 2021**

Present: Kristen Mari (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte (Co-Treasurer), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Dori Haverty (Trustee Alternate), Eric Stern (Director).

Absent: Richard Tripp (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison)

Meeting was called to order at 6:34pm by Trustee Mari.

Amendments to Agenda:

- Trustee Greenberg requested discussion re trustees' plans to run in the 2021 town election. Trustee Mari shared that she does not plan on filing to run again, and noted that the filing period for candidates for town positions begins 1/20 and ends 1/29. It was noted that former DPL employee Meryle Zusman, former trustee Valerie Roche, and current alternate Dori Haverty may be interested in running.

Acceptance of Minutes:

- Trustee Powers requested a revision to clarify a sentence on page 2 at the bullet "Proposal to clarify DPL Salary Schedule, re % step beyond step 10." The first sentence was changed to read: "Trustee Greenberg noted the importance to clarify that the 3% increase continues beyond step 10 when funds are available, each fiscal year." This eliminated language regarding the increases continuing "automatically," which wasn't accurate. Director Stern agreed to update the minutes to clarify.

Motion to accept the December 14, 2020 public minutes as amended by Trustee Greenberg. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Greenberg, Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong. Motion passed 6-0 (with Trustee Alternate Haverty and Trustee Ives initially absent).

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - General Fund FY21 (as of January 5, 2021) - expended 45.1% of the budget (6 months – 50% through the year with 50% remaining).
 - Professional Services – annually some subscriptions are paid for in July, including GMILCS.
 - Special Fund FY21 (as of January 5, 2021) – balance \$133,273.90. The balance went up \$1,000 over last month, spread across different line items.

Director's Report:

- Director Stern presented the Director's Report which was accepted by the Board.
 - Trustee Cataldo noted that the Finance Committee's second zoom meeting that was scheduled for January 7, 2021 never occurred.
 - Trustee Mari expressed her continued gratitude to DPL Staff for all their hard work and dedication. Director Stern will be sure to share this praise with DPL Staff.
 - Trustee Marcotte inquired about an update on HVAC. Director Stern specified that ENE came and installed drip pans in the mezzanine last week and today worked on the valve outside of Meeting Room B, however had a wrong part, and will need to return.

Gifts:

- \$1,000 grant from “C.A.T.S.” (The Community Alliance for Teen Safety) to assist with DPL’s Art and Writing Club. \$1,000 has been reserved at Minuteman Press to support that group’s publishing activities with additional information coming soon.

Motion to accept the grant by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Alternate Haverty. Motion passed 7-0.

NEW BUSINESS:

- Finance Committee: FY22 Budget Discussion
 - Staffing numbers submitted for 1/8/21 - Director Stern discussed the December 28, 2020 meeting regarding staffing numbers from the spreadsheet “DPL Staff FY22 Projections.” Trustee Powers explained that aside from the benefit costs which are not set by DPL, the only changes to this budget as proposed are the 3% step increase to all full-time and part-time staff, an elimination of one part-time vacancy, and a slight adjustment to the overall substitute hours. The driver of the small increase in the bottom line of the budget (1.17%) is the increased rate for the NH State Retirement System, which increased by approx. \$19K from FY21 to FY22.
 - CIP numbers submitted for 1/8/21 - Director Stern reviewed the CIP numbers from the spreadsheet “Fiscal Years 2021 – 2026.” Construction work for steps/ramp will not be funded for FY22 and be pushed to FY24; the circulation desk is moved from FY22 to FY25; and the children’s room carpets will be moved from FY24 to FY23. A digital sign is not on the CIP but instead on a special projects list. Trustee Alternate Haverty asked how the circulation desk can become ADA compliant in the future. Director Stern explained that there is no legal requirement to change the circulation desk to be ADA compliant. The glass was installed as an emergency Covid-19 measure. The new self-service check-out station upstairs by the exit, if it is not currently ADA compliant, can be made so for minimal cost, and has worked great so far at DPL.
 - Potential budget line adjustments – Trustee Greenberg inquired about the line “Training & Conferences,” and wanted to ensure funds are still available in case DPL Staff want to participate in future trainings/conferences. Director Stern noted that while it has not yet been requested, that this line could possibly be reduced due to Covid-19, as well as the line “DPL Tuition Reimbursement.” FY21 Budget - \$1,393,738. FY22 Proposed - \$1,410,087.87. Trustee Marcotte asked about the “Health Insurance Buyout.” Trustee Mari clarified that the “Health Insurance Buyout” was a policy in place for a single premium re: a full-time employee. Trustee Powers will submit the proposed budget and circle back at the March Board meeting. Director Stern will follow up with Assistant Director Brown regarding the submission of narratives/mission & objectives due on 1/29.

Motion to approve the proposed FY22 budget, all line items and the total amount by Trustee Powers. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Powers, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Armstrong, Y. Motion passed 7-0.

- Meeting with Derry Public Works re: ongoing HVAC issues
 - Director Stern shared how the Town met with DPL before the holidays to investigate all the continued issues. DPW shared that the town has funds that can be used to install additional catwalks in the mezzanine to service the air handlers, and enable exploration of further issues through a balance test for the entire HVAC system. This can locate points of failure and advise us moving forward what needs to be fixed.

OLD BUSINESS:

- Follow-up re: correspondence with potential DPL donor
 - Director Stern sent DPL’s prospective donor in Arizona a cover letter with some of DPL’s thoughts and dreams and a packet including a brief history of DPL with some promotional materials for library

programs pre-Covid-19. Director Stern will call the prospective donor to follow up and circle back with the Board at the next meeting.

- Patio project-establish timeline for Spring construction
 - Director Stern walked the DPL grounds with most of the Board of Trustees and shared quotes from Northpoint Outdoors, Groundhog Landscaping, and Thompson's Lawn Service to make a decision to pursue the new patio construction in Spring, 2021.
 - Trustee Ives scheduled a DPL grounds walk with Director Stern for January 12, 2021 at 2:30pm.
 - Trustee Marcotte asked what Director Stern's preference is amongst the quotes. Director Stern, while feeling comfortable with all of the contractors, expressed his preference for Thompson's Lawn Service, as the owner has been good to work with and is treating the drainage issue seriously. The Board agreed to accept Thompson's Lawn Service quote and thanked Director Stern for all his hard work and efforts researching the patio project.

Motion to approve the quote by Thompson's Lawn Service for installation of a patio by Trustee Marcotte. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Marcotte, Y Trustee Ives, Y Powers, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Greenberg, Y Trustee Armstrong. Motion passed 7-0.

- Library services and hours in Stage 6 of Pandemic Service Plan
 - Director Stern discussed how DPL is one of the few libraries in southern NH still open to the public. There have been a few "close calls" with staff members needing to quarantine as a result of exposures outside of DPL. At present, Director Stern recommended continuing to follow the existing policies and procedures, with no changes in hours or services. He noted that patrons appreciate DPL being open.
 - Trustee Greenberg inquired about how the computers are disinfected between patron use. Director Stern explained DPL Staff use a cleaning solution to spray down any computer after public use.
 - Trustee Greenberg asked if the Board authorized Director Stern to make the decision to close DPL without consulting the Board. Director Stern shared how per existing policy in an emergency he does have the authority to close DPL.

PUBLIC COMMENT:

- Trustee Ives commented on the very nice thank you cards from DPL Staff: Dawn Mazur (and her family, Scott, Kira, Kate, Ari & Matt); Kim Litman; and Shannon May. Director Stern will email pictures of the thank you cards to the Board of Trustees, and additional cards if they should be received.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Greenberg, Y Trustee Powers. Motion passed 7-0.

- Meeting adjourned at 7:37pm.

Next meeting is Monday, February 8, 2021 at 6:30pm, virtually via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary