

**Board of Trustees Meeting Minutes  
Meeting Room Side A  
Monday, October 16, 2023**

**Present:** Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Lorraine Lindenberg\*, Margaret Ives, Meryle Zusman (Trustee Alternate), Erin Spencer (Town Council DPL Liaison) \*, Eric Stern (Director), Lisa Carvalho (Recording Secretary)

**Absent:** Victoria Austin (Trustee Alternate), Pete Marcotte.

\*Denotes virtual attendance

The Meeting was called to order at 6:31 by Trustee Armstrong.

**PUBLIC SESSION:**

**Amendments to Agenda:**

There were no amendments to the agenda.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting held on September 18, 2023, by Trustee Armstrong. Seconded by Trustee Cataldo. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

*Motion to accept the Minutes of the Finance Committee meeting held on October 6, 2023, by Trustee Armstrong. Seconded by Trustee Powers. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

**Treasurer's Report:**

- Trustee Powers opened for questions on the General Fund and would discuss Special Funds afterward. There were no questions on the General Fund. Trustee Ives quoted on page 2 of the Treasurer's Report, "some adjustments to the expenses may be needed." Trustee Powers responded that this budget now reflects the budget we voted on at the September 18<sup>th</sup> meeting. The Town will close the books for FY23 when they complete the audit. Once this is accomplished, FY24 can be opened properly. The difference between the funds is that the General Fund is simply drawn upon, but Special Fund receives revenue throughout the year and amounts come out. Last month there was an expenditure of approximately \$4,000.00 in the fine account, which was quite early in the year to occur. Her comment reflects that, although she questioned it, she published the report before she got the response. The official response is that there was an outstanding purchase order last year that wasn't expended, and it must be reviewed. Next month's report should show the resolution. Director Stern noted that the expense was for the electrostatic painting of the rails. As that was not accomplished within the time frame necessary to expend FY23 funds, it was moved to FY24. Director Stern also commented that Trustee Powers made a good catch on the legal expense line in the general fund. Trustee Powers clarified that DPL had been charged with an item that belonged to the Finance Department. Director Stern noted that it was classified in a line that we no longer fund, making it easier to spot. The expense came though MUNIS, 3-4 weeks before the report as an

approval request. Director Stern called Joanne Valdinocci, Finance Fiscal Specialist for the Town of Derry, to bring her attention to the matter. The number code was incorrect, as discovered by Trustee Powers. This explains why Director Stern was asked to approve an expense that DPL did not incur. Trustee Cataldo asked if this situation may have been caught by the DPL Finance Committee's participation in the audit. Trustee Powers noted that the finance committee would be focused on large expenses and so this would likely have been missed. Director Stern noted that it is very unusual for something like this to happen.

#### **Director's and Staff Reports:**

- Director Stern gave an update on the construction of the new storage closet, which is almost complete. All that remains is the electrician to install the light and switch. The electricity will be tied into the existing electrical for that closet. After the Town inspects it, it will be utilized as previously discussed. The back of the Friends' space will be rearranged at that time as well.
- Director Stern stated that Code Red, the company working on the sprinkler system, will be here on Monday, October 23, at 7:00 am, to begin work. As mentioned in the Director's Report, this will impact small areas of the Fiction stacks. They will be closed at various times to protect the staff and public from objects potentially falling from above. If books need to be gathered, staff will communicate with the workers and retrieve the items. Trustee Greenberg inquired as to the work being insured and bonded. Director Stern replied that Code Red is fully insured and bonded. Trustee Cataldo inquired as to the time frame of the work. Director Stern replied that it would take approximately two weeks to complete. Much of the expense is the materials, as Code Red will have to replace all the galvanized steel pipe. This work will be a great improvement. The compressor will be firing much less often once the work is completed.
- Director Stern stated that the compressor for the chiller is another big project that will be addressed in spring 2024 as it will be shut down for the winter season. When that time comes, another quote will be entertained. The funds to cover this may come from the fine account or capital reserve. DPL will work with the Town if the capital reserve is needed, and this will be added to the agenda at the appropriate time.
- Trustee Greenberg commented regarding the burglar alarm changes. Director Stern stated that DPL had 3 copper lines: one for a fax line (removed); one for an emergency telephone line in the electrical room (removed); and one that we are retaining for the elevator. The burglar alarm had been on that same line also, which was not to code. The burglar alarm is now on cellular, and the elevator is the only thing on the copper line. Over the next year, Director Stern and Jen Khoury will investigate alternatives for this remaining copper line. Although we have brought the cost down from \$300.00 per month to \$100.00 per month, this is a significant increase from \$36.00 for three lines we had been paying. Conjecture is that the phone company wants these copper lines eliminated, as they are expensive to maintain. Trustee Cataldo commented on the reliability of copper lines. Trustee Alternate Zusman added that the line in the electrical room had been used as a TTY line, providing context as to its former use.
- Trustee Cataldo expressed her delight at Julie Gilchrist returning as a circulation substitute.

#### **Gifts:**

There were no 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 Greenberg. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

**Correspondence:**

There was no Correspondence.

**Announcements:**

There were no announcements.

**Public Comment**

There was no public comment.

**NEW BUSINESS:**

- Discuss bringing on former employee as additional circulation substitute: Director Stern stated that Julie Gilchrist would like to return as a substitute. Director Stern and Alex spoke with Julie, and all agree that the arrangement would benefit DPL and Julie. Julie will provide coverage to work full shifts, as this would justify her commute. The longer shifts are often difficult to fill. As a retiree, she will not work more than 26.5 hours per week on average. Trustee Cataldo asked if Julie will return at substitute salary. Director Stern replies that Julie would return at the substitute salary. Julie is missing the patrons and the interactions she had at DPL. Director Stern is happy to offer this to Julie if the Board is agreeable.

*Motion to approve the rehire of Julie Gilchrist as a circulation substitute, LA-1, at a rate of \$15.12 per hour, by Trustee Greenberg. Seconded by Trustee Cataldo. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

- Review Finance Committee approval of sprinkler system repair work: Director Stern included the approved quote from the Finance Committee, earlier this month, in the packet. Director Stern noted the quote of \$11,463.42. This includes the replacement of all the sprinklers in the old section of the attic, as well as the section downstairs, outside of the electrical closet. A significant number of pipes are being replaced. Trustee Greenberg noted the number 64 on the quote and asked if this was reflective of the labor hours. Director Stern will obtain clarification, the number likely being a code used by Code Red.
- GMILCS Board Member Responsibilities document: Director Stern stated that over the next few years he will be taking on increased responsibility within the GMILCS Board. As he has served as the Director of DPL for the past 3 years, the GMILCS Board will likely select him to fill the position of GMILCS Treasurer in July 2024. The current Treasurer, Denise Van Zanten, is nearing retirement and has served as Treasurer for many years. Director Stern met with Denise in September to review her process. The commitment of treasurer is for 3 years, and Denise estimated the time commitment to be 6-8 hours monthly. Director Stern is looking forward to creating efficiencies in the position. Director Stern stated that he will not delegate these treasurer tasks to anyone else at DPL. There will be a few months in 2024 after he starts when he will need to get his sea legs, and it may be more time consuming. Director Stern stated that he feels that the GMILCS Board Member Responsibilities document should be added to the DPL Director's job description as there is an expectation to attend regular meetings and delegate staff to attend other committee meetings. Trustee Cataldo asked if all members of the Board of GMILCS are library Directors. Director Stern replied that they are only library Directors of the GMILCS member libraries.

*Motion to append the GMILCS Board Member Responsibilities document to the DPL Director job description by Trustee Greenberg, as head of the Personnel Committee. Seconded by Trustee Cataldo. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

#### **OLD BUSINESS:**

- Update on maintenance closet construction: Discussed in the Director's Report. Director Stern will report when the work is completed, which should be very soon.
- Update on sprinkler system repairs: Discussed in the Director's Report. Work is scheduled to commence the week of 10/23. Director Stern will follow-up with the Board when this is completed.
- Update on HVAC chiller quote: Discussed in the Director's Report. Director Stern included the quote from ENE in the trustee packet. Trustee Powers asked about the benefit of waiting to accept a quote. Director Stern replied that as the chiller will be off for the winter, its functionality could not be determined until spring when it would be needed. Also replacing it in the spring would be beneficial as the warranty begins at installation, not when first used. The cost will be dependent upon supply. DPL cannot purchase the chiller now and begin the warranty in the spring. The warranty will likely be 12 months, standard, on the work and 18 months on materials.
- Update on court-ordered supervised visitations: Director Stern has shared the memo that was written by the Reference Department with State Senator Regina Birdsell. Trustee Lindenberg suggested that Director Stern reach out to her again as she is just returning from vacation. Director Stern stated that the memo has been very well received by those that have read it. He feels a great sense of pride in what DPL has been able to accomplish in developing awareness of this situation. It is a testament to Susan and her staff and the work they have put into this research, sticking to the facts and history. The need is clear and hopefully there will be good news on this in future reports.

#### **ADJOURNMENT**

*Motion to adjourn by Trustee Greenberg. Seconded by Trustee Armstrong. Roll Call Vote: Lindenberg, Powers, Cataldo, Zusman, Armstrong, Ives, Greenberg vote Yes. Motion passed 7-0.*

- Meeting adjourned at 7:04 pm.

**Next meeting is Monday, November 20, 2023, at 6:30pm in Meeting Room Side A**  
*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*