

**Board of Trustees Meeting Minutes  
Meeting Room Side A  
Monday, October 17, 2022**

**Present:** Rachel Armstrong (Chair), Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate), Meryle Zusman (Trustee Alternate), Eric Stern (Director), Lisa Carvalho (Recording Secretary)

**Absent:** Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer)

Meeting was called to order at 6:32 by Trustee Armstrong

**PUBLIC SESSION:**

**Amendments to Agenda:**

- Director Stern requested tabling the discussion of the FY23 Fine Account/Special Fund Budget until the November BOT Meeting as Trustee Powers is absent.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting held on September 19, 2022, by Trustee Marcotte. Seconded by Trustee Ives. Motion passed 7-0.*

*Motion to accept the Minutes of the Board of Trustees Personnel Committee meeting held on October 3, 2022, by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.*

*Motion to accept the Minutes of the Board of Trustees Finance Committee meeting held on October 13, 2022, by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.*

*Motion to accept the Minutes of the Board of Trustees Policy Committee meeting held on October 14, 2022, by Trustee Ives. Seconded by Trustee Armstrong. Motion passed 7-0.*

*Motion to accept the Minutes of the Board of Trustees Strategic Planning Committee meeting held on October 14, 2022, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 7-0.*

**Treasurer's Report:**

- The next report will be at the November 2022 meeting.

**Director's Report:**

- Director Stern offered to cover questions on items in the Director's Report that are not on the agenda.
- Trustee Alternate Austin asked about Westlaw usage, and was updated on benefits and scope.
- Trustee Cataldo commented on the Digital Derry Library Project. Upon doing a search, she found a reference to the Project to be the second item in the results.
- Trustee Marcotte commented favorably on the sealing of the main steps. Director Stern noted that the rails will be painted in the near future and that other areas of sidewalk may be sealed as well as weather allows.

**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. Motion passed 7-0*

**Correspondence:**

- There was 1 email which was sent to the Director and Trustees pertaining to book sales, but that is more appropriate for the Friends of the Derry Libraries. The email will be shared with them.

**Announcements:**

- Director Stern reminded the Trustees about the Summer Reading t-shirt options, requesting the BOT to review and refer to the email to order.

**No Public Comment**

**NEW BUSINESS:**

- Approve 2023 DPL Holiday Schedule  
Discussion of an “extra” day closed for Veteran’s Day on Friday, November 10<sup>th</sup> and Saturday, November 11<sup>th</sup> and the timing of December 23<sup>rd</sup>-25<sup>th</sup>

*Motion to amend the proposed 2023 DPL Holiday Schedule by also closing on December 23<sup>rd</sup> by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.*

- Review recommended new hires, provisionally approved by the Personnel Committee  
Director Stern referred to the BOT Personnel Committee Meeting Minutes.
  - Recommendation to hire Octavia Hayes. Director Stern reviewed the policy of educational reimbursement, and this is not available to someone who has worked less than a full year. Discussion of making an exception to allow the reimbursement to occur as an option to Octavia and as an incentive to complete her education or start Octavia at LIB2 without the exception. Trustee Marcotte suggested a 90-day waiting period before vested.

*Motion to hire Octavia Hayes as LIB1 at the rate of \$19.86/hour with additional incentive of optional educational reimbursement after 90 days by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.*

*Motion to hire Maura Covino as a Part-Time Temporary Library Page at the Step 1 rate of \$10.50/hour, working 9 hours per week by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.*

*Motion to hire Sheilly Ortega as a Part-Time Temporary Library Page at the Step 1 rate of \$10.50/hour, working 4 hours per week by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 7-0.*

*Motion to hire Sheilly Ortega as a Circulation Substitute at the Step 1 rate of \$15.12/hour by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 7-0.*

- Review Personnel & Policy Committee Meeting recommendations regarding holiday pay/hours for part-time staff

Both Personnel and Policy Committees reviewed current policy and recommended that no changes be made to the existing policy. The Board agreed.

- Review Policy Committee Meeting recommendation regarding materials challenges  
Director Stern reviewed the discussion of the committee with the Board regarding the proposed language for this policy.

*Motion to add the following language to the Request for Reconsideration Policy: “Material in the DPL Collection for which judgments have been rendered through the Request for Reconsideration process will not be reconsidered again for a period of three (3) years following a judgement” by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 7-0.*

- Review Strategic Planning Committee Recommendations regarding goal priorities and timelines  
Trustee Alternate Victoria Austin referred to Goal Category #3, Strategic Objective 1: Facility Improvements. Director Stern explained that getting the building comfortable was a top priority for the Strategic Planning Committee, but the HVAC System is a sensitive issue with the town. He stated that he felt that the system which was put in place, particularly the proprietary control system, has not been a good fit for our facility, and that the DPW has been slow to accept that reality. Requests for the library to be able to access the system and fix the problems have been repeatedly denied. Erin Spencer (Town Council DPL Liaison), offered to meet with Director Stern on this issue, and elevate the matter to the Town Administrator. Director Stern currently plans to contact ENE for a full assessment of the system. Although the controls warranty would be invalidated by “unlicensed” people working on them, the controls aren’t working properly and never have, so invalidating the warranty seems moot at this point. Director Stern’s bottom line – the code needs to be fixed.
- Each of the three goals and their strategies were discussed. Trustee Marcotte suggested adding strategic planning updates to “Old Business” on the agenda each month, and Director Stern agreed.
- DPL’s challenging parking was discussed. Director Stern shared his plan for addressing parking. He will reach out to Parks & Rec and DPW about the feasibility of placing a paved parking area behind the bandstand at MacGregor Park. Access already exists. He envisions a 20-30 car lot with a walkway to the Children’s Library entrance. This would solve the problem of employee parking in the public lot alongside the Masons, which has become increasingly filled with Consolidated Communications vehicles, and also address the issue of snow removal on the sidewalks. It would provide additional parking for patrons, particularly those who come and go through the Children’s room. It would provide an obvious parking area for use of MacGregor Park, which currently lacks parking. Director Stern also conversed with Trustee Lindenberg about handicap parking spaces, which he said could be improved as part of this plan. He also noted the inadequacy of the current concrete parking barriers, which he would seek to replace with “flexible” poles that could be more easily seen and avoided. Trustee Marcotte noted that in the meantime, for larger programs, the Christian Science Reading Room across from MacGregor Park could possibly be used.

#### **OLD BUSINESS:**

- Mezzanine Catwalk Project Update  
Director Stern reported that the project is done. The catwalks are done, and the lights above the catwalks are done. The duct near the tech room is fixed. The next steps are engaging with the town and gaining access to the code to review and repair, then if we find further mechanical

issues in the building, we can address them. Trustee Marcotte inquired about Director Stern's "log" of problems with the building temperatures, and Director Stern reiterated that he has continued to keep this record.

- Review & vote on Finance Committee recommendation regarding bids received for ground-level flooring replacement project

Director Stern referred to the Finance Committee meeting minutes, and noted that the committee quickly focused on the 2 lowest bids, as the 2 highest were extremely high, and the middle bid was offering exactly the same as the 2<sup>nd</sup> lowest bid, for \$10k more. Ultimately, the Finance Committee deemed that the bid from Messina's Flooring & Carpet was the strongest bid. They are a local company with a strong track record of working with the library and other Town entities. Also, given the recent history of low bids accepted at DPL (we're looking at you, HVAC...) the committee felt that accepting Messina's bid, the 2<sup>nd</sup> lowest of the 5 received, was in the best interest of the library. As \$45k was set aside through the FY23 CIP, any final costs in excess of that will be paid by DPL from either the General Fund or Special Fund/Fine Account.

*Motion to accept the bid from Messina's Flooring and Carpet in the amount of \$45,525.00 for the Derry Public Library's Ground-Level Flooring Replacement project by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0. (Alternate Trustee Austin no longer present)*

## **ADJOURNMENT**

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

- Public meeting adjourned at 7:52 pm.

**Next meeting is Monday, November 21, 2022, at 6:30pm in Meeting Room Side A**  
*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*