

**Board of Trustees Meeting Minutes  
Meeting Room Side A  
Monday, October 18, 2021**

**Present:** Elizabeth Greenberg (Chair), Rachael Armstrong (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Eric Stern (Director), Victoria Austin (Trustee Alternate).

**Absent:** Dr. Sarah Taylor (SAU Liaison)

**Guest:** None

Meeting was called to order at 6:30pm by Trustee Greenberg.

**PUBLIC SESSION:**

**Amendments to Agenda:**

- Director Stern requested Board approval to pay \$6,773 for the NH Downloadable Books Consortium (NEW BUSINESS).
- Trustee Powers requested to discuss the NHLTA Virtual Roundtable (NEW BUSINESS).

**Acceptance of Minutes:**

- One of the regular voting trustees was absent at last month's meeting, therefore, Trustee Greenberg will reach out to the two Trustee Alternates to ensure there is always one alternate present at a future Board meeting to cover an absent trustee.
- Trustee Powers requested an edit on pg. 1 (DIRECTOR'S REPORT), and a second revision to the second paragraph on pg. 3 from "Fiscal review at Town Hall" (NEW BUSINESS) to include reference to Trustee Lindenberg. Trustee Greenberg requested minor revisions for better phrasing, and to correct typos.

*Motion to approve the September 20, 2021 public minutes as amended by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 6-0 with Trustee Armstrong initially absent.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
  - Trustee Powers mentioned FY21 should close no later than November 1, 2021. A review of the final numbers will be reported at the next Board meeting.
  - Trustee Powers addressed the June P-Card balance. She emailed Mark Fleisher (Town CFO), and Mark confirmed that the P-Card limit was temporarily raised, and has since returned to \$5,000. Per Mark, employees that use the P-Card must follow the town's purchasing policy regarding quotes, purchasing orders, etc., and are encouraged to use the P-Card as the town receives substantial rebates depending on the annual volume processed. Per Mark, temporary credit limit increases are initiated by the Department heads and managed by himself and the Town Treasurer.
  - Trustee Greenberg asked what else comes out of the Professional Services line item. Director Stern will report back to the Board on this.
  - General Fund FY21 (as of October 5, 2021) - expended 24.5% of the budget (3 months is 25% through the year with 75% remaining).
  - Special Fund FY21 (as of October 5, 2021) – balance \$200,566.29.

**Director's Report:**

- Director Stern presented the Director's Report which was reviewed by the Board.
  - Trustee Marcotte stated he noticed how GMILCS may be expanding. Director Stern reported that Hudson will likely join, and that Londonderry, while on a longer timeline, is also interested.

- Trustee Ives praised the continued masking of DPL staff to keep everyone safe.
- Trustee Marcotte asked about whether the library study room could be opened to more than one person at a time. Discussion on this was tabled until later in the meeting.

**Gifts:**

- \$750 donation in memory of DPL patron Nancy Smith, to purchase mystery books in both printed and audio form. Trustee Cataldo will send a thank you to the donors.

*Motion to accept the \$750 donation for mystery books and audiobooks by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 7-0.*

**Correspondence:**

- Trustee Greenberg shared a thank you note from DPL's Communications Coordinator, Jen Khoury, saying how incredibly thankful she is for all that the Trustees have done for her during this challenging time.

**OLD BUSINESS:**

- Juneteenth Holiday
  - This item was moved forward on the agenda to enable Erin Spencer (Town Council DPL Liaison) to contribute to the conversation. She stated that Juneteenth became a Federal holiday after the Town's collective bargaining agreement this year. Juneteenth is therefore not a paid holiday for town staff, but will be addressed as part of the next collective bargaining in 3-5 years' time.

**PUBLIC COMMENT**

- Erin Spencer, speaking as a member of the public and not as a representative of the Town Council, said that she would encourage an organization such as DPL to acknowledge and celebrate Juneteenth.

**NEW BUSINESS:**

- NH Downloadable Books Consortium Invoice Approval
  - Director Stern stated that there is a \$6,773 2022 Overdrive invoice (approx. \$150 more than 2021). Trustee Powers did not recall the board approving this invoice in prior years. Moving forward, Trustee Marcotte said that if an invoice was addressed during the budget process, further board approval is not necessary, and Director Stern can simply notate that it was already budgeted for on the invoice.

*Motion to approve payment of the NH Downloadable Books Consortium Invoice of \$6,773 by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0.*

- NHLTA Virtual Roundtable
  - Trustee Powers spoke about the NHLTA Virtual Roundtable for Trustees on November 10, 2021 from 2pm-3pm, with a registration deadline of November 5. She will email registration info to the Board.
- Requested approval to hire 1<sup>st</sup> choice candidate for technical services assistant position
  - Director Stern recommended Karen Kilgore be hired as a Technical Services Assistant for the Technical Services Department, starting the week of October 25, at a step one rate (\$13.13/hour).

*Motion to hire Karen Kilgore as a part-time Technical Services Assistant at a step one, starting rate of \$13.13/hour, to start the week of October 25, by Trustee Ives. Seconded by Trustee Cataldo. Motion passed 7-0.*

- Policy Committee Meeting-discussion/approval of items from October 14, 2021 meeting
  - Ambiguity in cost of living adjustments for new-hires – Director Stern shared the committee's recommendation, that the salary scale be amended to include the following language: "An employee hired less than six months prior to the start of the next fiscal year shall wait until their six month anniversary of hire to receive a 3% step increase/cost of living adjustment."

*Motion to approve the recommended amendment to the salary scale by Trustee Greenberg. Seconded by Trustee Powers. Motion passed 7-0.*

- Background checks for employees – Director Stern shared the committee’s recommendation that an additional sentence be added to clarify the Personnel Policy regarding what type of background check would be needed for DPL new hires. The new sentence would read: “For any full-time new hire, and any new hire working on the children’s staff, the background check must include Livescan or inked Fingerprinting.”

*Motion to approve the recommended amendment to the policy by Trustee Ives. Seconded by Trustee Marcotte. Motion passed 7-0.*

- Display of Community Information Policy – Director Stern addressed the updates made to the existing Display of Community Information Policy. Substantive changes primarily relate to outdoor displays, and the need to manage what is posted to the digital message center which will soon be installed along route 102.

*Motion to adopt the recommended amendment to the policy by Trustee Marcotte. Seconded by Trustee Cataldo. Motion passed 7-0.*

- DVD lending policy – Director Stern stated that this was taken up at the behest of a patron, and that he discussed the lending policy with his staff. While his staff generally did not support a change in lending period (1 week to 2 or 3 weeks) due to the recent implementation of auto-renew, he and the policy committee feel that the current fines of \$1.00/day for DVDs and videogames are excessive, and should be brought in line with fines for other regular items (books, magazines, audiobooks, and CDs are \$0.20/day). The policy committee recommends amending the Circulation Policy to make DVD and videogame late fees \$0.20/day, the same as other materials, with a \$5.00 max/item.

*Motion to adopt the recommended amendment to the Circulation policy, reducing daily overdue fines for DVDs and videogames, by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.*

- Trustee Greenberg praised the Policy Committee for their hard work.
- Update on HVAC glycol leaks/spills from October 5<sup>th</sup> and October 6<sup>th</sup>
  - Director Stern shared the positive news that ENE is taking full responsibility for the damages stemming from the second glycol incident of 10/6. ENE is also going above and beyond in replacing ceiling tiles – replacing 48 stained/damaged tiles in the public upstairs area of the library. Trustee Greenberg and Trustee Lindenberg praised DPL Staff for their efforts to rescue library materials during the major glycol leak. Director Stern suggested that looking ahead to the long-term, the library should consider creative ways to mitigate risks to staff/materials stemming from having the HVAC system in the mezzanine, including investigating construction of a new floor of the library, above the nonfiction and teen areas, which could be used to house a new air handler.
- Holiday and Board of Trustees Meeting schedule for 2022
  - Trustee Powers inquired if there are any Federal Holidays that DPL staff have off, which other town employees do not. Director Stern stated that on Columbus Day, DPL is closed to the public, but it is used as a staff training day. No other town departments are closed on Columbus Day.
  - Trustee Marcotte stated that regarding the Juneteenth Federal Holiday, he would prefer that the library wait until the Town has given the day off for their employees.
  - The Board discussed whether it would be appropriate to give a day off without pay, or to create a “floating” holiday which staff could choose to use as they saw fit. The Board discussed and agreed that neither of those options would be appropriate, or practical.

*Motion to add Juneteenth to the DPL holiday closing schedule, making it a paid holiday for DPL staff by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 6-0-1 with Trustee Marcotte abstaining.*

- The Board discussed changes to the proposed 2022 Board Meeting Schedule, and dates were changed from 1/24 to 1/10; 6/20 to 6/13, and 8/22 to 8/15.

*Motion to accept the schedule of holiday closings and board dates as amended by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 7-0.*

**OLD BUSINESS:**

- Covid-19 update-discussion of ongoing protocols and procedures
  - Director Stern stated that he is comfortable allowing more than 1 patron at a time in study room 1, but wanted the trustees to weigh-in on the question. The Board discussed, and felt that because that is a choice being made by the patron which does not impact the health/safety of the staff, more than 1 person - if part of the same study group – should be allowed to use study room 1 at the same time. It was suggested that sanitizer/wipes be placed in the room for patrons to clean the counter/surfaces when they are finished using the space.
  - Covid numbers remain high across NH, therefore, Director Stern does not recommend changes to DPL Staff mask requirements, or any other protocols/procedures for the time being.

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 7-0.*

- Meeting adjourned at 8:03pm.

**Next meeting is Monday, November 15, 2021 at 6:30pm in Meeting Room A.**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*