

**Derry Public Library  
Board of Trustees Meeting Minutes  
Library Meeting Room B & Virtually via Zoom  
Monday, October 19, 2020**

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

**Absent:** Richard Tripp (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison), Dori Haverty (Trustee alt.)

Meeting was called to order at 6:33pm by Trustee Mari.

**Acceptance of Minutes:**

*Motion to approve the August 17, 2020 public minutes by Trustee Ives. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Greenberg.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - General Fund FY21 (as of October 9, 2020) – Total Budget Expended- 23.4% of the budget (3 months is 25% through the year with 75% remaining).
  - Professional Services-Annually some subscriptions are paid in July, including GMILCS.
  - The books will close sometime this month for the last fiscal year.
  - Capital Reserve Fund Balance (as of July 31, 2020)-\$10,542.37 (expected CRF contribution by September 1, 2020-\$63,506). Expected total after transfer \$74,048.37.
  - Director Stern will inform the Board when FY20 is officially closed.

**Director's Report:**

- Director Stern presented the Director's Report which was accepted by the Board.
  - Update on Scissor lift rental options- weekly rental is \$360 (Reliable Equipment), \$580 (Sunbelt Rentals), and just under \$1,000 (Home Depot). Director Stern discussed DPL will probably need a monthly rental- \$495 (Reliable Equipment). Thanked Trustee Marcotte for suggesting rental options.
  - Director Stern met via Zoom with the Friends of the Library on 10/14 and had a good discussion, sharing DPL updates.
  - Big outdoor programming event on Thursday, October 22, 2020: "One Spooky Night." There are no immediate plans after this event for future outdoor programming events.
  - Trustee Cataldo congratulated Director Stern on the Derry School District library card initiative.
- Covid-19 updates
  - DPL hours- still open in the morning for one-hour appointments from Monday - Saturday, 9:30am-10:30am and 11:30am-12:30pm. Also open for walk-ins, no appointments necessary, Monday – Saturday 1:30pm-4:30pm, and also Monday – Wednesday evenings 6:00pm-7:00pm. Curbside service is still popular and ongoing.
  - Director Stern shared he is in the process of a plan with Jen Khoury (Communications Coordinator) for a contact-free use of Meeting Room B that is safe for patrons and will report back to the Board at the next Board meeting.
  - The Board discussed the option to refer patrons to the Marion Gerrish Community Center for renting meeting space. Director Stern will reach out to them for more information.
- Schedule meeting for the Policy Committee, and potentially the Personnel Committee, prior to 11/16 meeting

- Trustee Mari noted the current members of the Policy Committee: Trustee Armstrong, Trustee Cataldo and Trustee Ives.
- Director Stern shared how the Collections Development Policy will need work.
- Trustee Cataldo mentioned she did not notice a Cell Phone Policy. Director Stern commented that is a good consideration and that it could be placed in the Patron Code of Conduct.
- Director Stern shared that there have been few compliance issues regarding wearing face masks.
- Trustee Mari requested that a table of contents containing the policy amendment dates be placed online for the Board to reference current DPL policies in the Documents folder. Director Stern will follow-up on this.
- Trustee Mari demonstrated how to navigate to the DPL Trustees link to view the current DPL policies.
- Trustee Ives asked for a print copy of all current DPL policies. Director Stern will follow-up on this.

**OLD BUSINESS:**

- HVAC project status update- Alliance Mechanicals & Thermo Dynamics
  - Director Stern addressed the challenges that the library has faced in completing the ongoing HVAC project. He discussed how the upstairs temperature is alright now, however, the children's room is running very hot, close to 80 degrees. He is hopeful that the HVAC project will soon be finished.
  - Thermo Dynamics will soon return to insulate the pipes leading to/from the chiller pumps, secure a filter, and clean the chiller pump room. The air conditioning is now shut off.
- Construction Documents for steps/ramp/walk – vote at this meeting, or November
  - Director Stern reached out to another firm and is awaiting a third quote to report back to the Board at the next Board meeting.
  - The email from Harriman notes that their quoted price will be valid into November.
  - Trustee Marcotte asked if the proposed plans are all-inclusive (steps/ramp/walk). Director Stern confirmed that the current preliminary plan is comprehensive, and he suspects that the ADA compliance component is driving the cost. The option may exist to just repair the damaged areas, particularly the steps/walk, rather than re-designing and removing what is noted on the current plans.
- Discuss library services and hours in Stage 6 of Pandemic Service Plan, and next steps
  - Director Stern welcomed the Board to share any feedback on current pandemic services.
  - DPL remains ahead of the curve in comparison to other libraries re what is available to patrons during COVID-19.
  - Trustee Powers asked Director Stern to engage the Covid-19 committee if needed between meetings.
  - Trustee Mari asked if Director Stern noticed any impact with Pinkerton Academy temporarily closed down. Director Stern commented that DPL has not yet seen any meaningful difference.

**PUBLIC COMMENT:**

- Trustee Ives stated how interesting the Director's Report topics are regarding the "Better World Books" website, the "1,000 Books Before Kindergarten Graduation," and changing subject headings.
- Trustee Ives relayed a patron's discussion with her, in which the patron was confused re access to the children's room. Director Stern encouraged Trustee Ives to direct the patron to DPL staff for assistance.

**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 7:33pm.

**Next meeting is Monday, November 16, 2020 at 6:30pm, Library Meeting Room B & virtually via Zoom**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*