

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, November 15, 2021**

**Present:** Elizabeth Greenberg (Chair), Rachael Armstrong (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg (attending virtually, via Zoom), Eric Stern (Director)

**Absent:** Erin Spencer (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison), Victoria Austin (Alternate); Meryle Zusman (Alternate)

**Guests:** None

Meeting was called to order at 6:35pm by Trustee Greenberg.

**PUBLIC SESSION:**

**Acceptance of Minutes:**

- Trustee Ives requested a minor revision for improved phrasing on pg. 4 (OLD BUSINESS).
- Trustee Powers requested a minor revision for improved phrasing on pg. 1 (TREASURER'S REPORT).

*Motion to approve the October 18, 2021 public minutes by Trustee Cataldo. Seconded by Trustee Ives. 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 clarified, per Director Stern's earlier email, the Professional Services lines.
  - Trustee Powers noted that FY21 has been officially closed, but that she had some questions to clarify. Trustee Powers plans to provide a year-end final report in the Treasurer's Report next month.
  - Trustee Powers asked Director Stern about a Capital Reserve transfer and a line item re: year-end accounting information so the budget can zero out. Director Stern will follow up with Mark Fleisher (Town CFO) and report back.
  - General Fund FY22 (as of November 8, 2021) - expended 32.75% of the budget (4 months is 33.3% through the year with 66.7% remaining).
  - Special Fund FY22 (as of November 8, 2021) – balance \$201,494.14 (increased \$928 over prior month).

**Director's Report:**

- Director Stern presented the Director's Report which was reviewed by the Board.
  - Trustee Cataldo asked whether the decrease in YA programming attendance from October '20 to October '21 could be the result of in-person school attendance, and more options at the schools. Director Stern noted that that explanation could be correct.
  - Trustee Cataldo inquired about retired computers and what happens to them. Director Stern mentioned how they could either be recycled or returned to the Town (if leased), but will follow up with Jen Khoury (Communications Coordinator) and report back to the Board.
  - Trustee Ives commented on Susan Brown's report that the recent reference position recruitment resulted in few candidates. Director Stern stated that Covid-19 has impacted the library job market.

**Gifts:**

- \$100 donation from a DPL patron.

*Motion to accept donations by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0.*

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

- Finance Committee Meeting – discussion of items from November 8, 2021 meeting
  - Approve update to Financial Policies Manual, addressing P-Card purchasing policy and \$5k spending approvals – Trustee Powers referenced the attached CIP Schedule FY22-FY27 and reviewed the updated Financial Procedures and Policies.
  - Preliminary budget discussion – CIP FY22 – FY27 update; FY23 staffing - Director Stern reviewed the “Preliminary Six Year Capital Improvement Plan.” The committee advised keeping the \$45k for children’s room carpet replacement on FY23. The committee advised moving the \$110k for construction costs for site work from FY24 to FY25, enabling the library to further investigate ADA accessibility issues, and whether those funds will be needed for work beyond what is being done as part of the replacement of the sidewalks next spring. The committee recommended that the \$75k for circulation desk replacement presently listed for FY25 be cut from the CIP. The library may investigate building a 2<sup>nd</sup> floor above the nonfiction/teen areas at the end of FY22 if there is a year-end surplus.

*Motion to accept the changes as submitted to the Financial Procedures and Policies by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.*

- “Food for Fines” collaborative program with Londonderry Leach Library – seeking approval for December 1, 2021 – December 18, 2021
  - Director Stern summarized the proposed program, which is a collaboration/competition with Londonderry Leach Library. From 12/1 – 12/18, both libraries will collect “food for fines,” and the library that collects the most items for their local food pantry will “win” bragging rights. The trustees briefly discussed, and all were excited by the program/collaboration with Londonderry.

*Motion to proceed with “Food for Fines” by Trustee Marcotte. Seconded by Trustee Ives. Motion passed 7-0.*

**OLD BUSINESS:**

- HVAC update
  - Director Stern addressed the recent HVAC issues. Bob McCarthy filed an insurance claim with Primex on October 28. Director Stern received an invoice from ENE claiming that the Town overfilled the system with glycol, over-pressurizing the system and leading to the first leak on 10/5, which preceded ENE’s accident on 10/6. Director Stern will follow up with the Town to address the ENE bill. Director Stern discussed the heating issues in the building, and his efforts for DPL to obtain access to the computer-end of the HVAC controls. He explained that at present, DPL has essentially read-only rights for the computer-end of the system, and that the library is reliant on DPW and 1 outside contractor to fix most heating/cooling issues. Recent overheating of the building has been found to be the result of programming errors to controls/valves. The chiller lines are presently not filled, and ENE will re-fill the chiller lines in the spring, and pressure test the system. Director Stern will continue conversations with Mike Fowler (Head of DPW) and report back to the Board.
- Trustee Powers asked the Board if anyone attended the NHLTA Virtual Roundtable on November 10, 2021. Trustee Lindenberg attended and shared her experience.
- The Board discussed Director Stern’s suggestion to proceed with gifts for DPL staff for the 2021 Holidays. Director Stern will coordinate with Trustee Cataldo.

*Motion to approve the purchase of gift cards by Trustee Marcotte. Seconded by Trustee Powers. Motion passed 7-0.*

**ADJOURNMENT:**

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

- Meeting adjourned at 7:42pm.

**Next meeting is Monday, December 13, 2021 at 6:30pm in Meeting Room A.**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*