

**Derry Public Library
Board of Trustees Meeting Minutes
Virtual Meeting via Zoom
Monday, November 16, 2020**

Present: Kristen Mari (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte (Co-Treasurer), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Dori Haverty (Trustee Alternate), Richard Tripp (Town Council DPL Liaison), Eric Stern (Director).

Absent: Dr. Sarah Taylor (SAU Liaison)

Meeting was called to order at 6:41pm by Trustee Mari.

Acceptance of Minutes:

Motion to accept the October 19, 2020 public minutes by Trustee Mari. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Ives, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Marcotte. Motion passed 5-0-3 with Trustee Greenberg and Trustee Armstrong initially absent, and Trustee Alternate Haverty abstaining due to absence.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - General Fund FY20 (officially closed) - Balance \$62,920 (transferred excess into capital reserve from General Funds). Total funds in capital reserve -\$73,548.69.
 - General Fund FY21 (as of November 9, 2020) – Total Budget Expended- 31.6% of the budget (4 months is 33.3% through the year with 66.7% remaining).
 - Reclass approved – Trustee Ives asked when the tax rate will be set. Director Stern shared that the reclass took place on Friday, November 13, 2020 and the tax rate set may be set as early as Tuesday, November 17, 2020.
 - Trustee Ives asked about the Fine Budget, and our YTD numbers being down (Actual - \$1,137). Director Stern discussed the YTD Actual is down since DPL is not collecting fines. Trustee Powers mentioned the YTD Actual for the Fine Budget is due to criteria such as: lost book, reimbursement, lost library card fees, detail fine revenue and interest on fine revenue.
 - Special Fund FY21 (as of November 9, 2020) – Balance \$132,248.08. The approved updated FY21 Special Funds Budget is reflected in the Munis Reports now.

Director's Report:

- Thermo Dynamics finished today, November 16, 2020, completing insulation of the chiller pumps, securing a filter in place, and cleaning up the leftover mess. Director Stern authorized the Town to make final payment to Thermo Dynamics.
- Trustee Marcotte asked if DPL ever installed a finer micron filter for Covid-19. Director Stern said he spoke with Airex about filters specifically for Covid, and the recommendation was to continue using what we have so as to not impact the performance of the HVAC, for cost, and a general lack of evidence supporting a move to finer micron filtration in our type of building.
- Mezzanine leak on ceiling tile above the biographies. Director Stern referenced the photo showing the drip pan that collects small leaks, which in turn empties directly onto the ceiling tiles. Director Stern would like to do something to address this in the future. Mike St. Louis (Head Custodian) will regularly check the mezzanine for potential future leaks.
- Trustee Mari expressed her gratitude and congratulated DPL Staff for all their hard work and dedication through 2020.

NEW BUSINESS:

- Discuss conversations with & correspondence from potential DPL donor
 - Director Stern shared how a former Derry resident and Pinkerton Academy Alumnus (class of '66) reached out via telephone in early November, and may be interested in making a donation to DPL. Director Stern will be following-up to get clarification on details, timeline, etc... and whether the donation is really intended for DPL, Saltmarsh, or another library. Trustee Mari requested that Director Stern speak with DPL Staff and send a packet of DPL information and materials to the potential donor. Director Stern will continue discussions with this potential donor and report back to the Board of Trustees as appropriate.
- Review & approve library policies as amended by the Policy Committee
 - Collection Development Policy- Trustee Cataldo mentioned there is a new shelf being developed, where creative Derry authors, artists, etc. can have their work on loan.

Motion to approve the changes as presented by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Alternate Haverty. Motion passed 7-0-1 with Trustee Greenberg absent.

- Donations & Gifts Policy- Trustee Marcotte requested a correction, naming the "Friends of the Libraries." Director Stern will update.

Motion to accept the Donations & Gifts Policy as amended by Trustee Mari. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Cataldo, Y Trustee Marcotte, Y Trustee Powers, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Alternate Haverty. Motion passed 7-0-1 with Trustee Greenberg absent.

- Library Trustee Code of Ethics- Director Stern noted that only the citation had changed.

Motion to accept the Library Trustee Code of Ethics by Trustee Mari. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Mari, Y Trustee Armstrong, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Ives, Y Trustee Alternate Haverty. Motion passed 7-0-1 with Trustee Greenberg absent.

- New Hampshire Room Policy- Trustee Ives commented how it would be nice to add pictures of notable Derry women throughout history in the room. Director Stern noted that he had already spoken with Erin Robinson about this, and that this will be a priority.

Motion to accept the New Hampshire Room Policy by Trustee Ives. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Ives, Y Trustee Mari, Y Trustee Armstrong, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Alternate Haverty. Motion passed 7-0-1 with Trustee Greenberg absent.

- Pandemic Policy- Trustee Armstrong and Director Stern shared that this draft clarifies CDC guidelines, particularly by defining "close contact." Town Council Liaison Tripp made a suggestion regarding the reference to the CDC guidelines.

Motion to update the Pandemic Policy as written by Trustee Mari. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Mari, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Alternate Haverty, Trustee Greenberg. Motion passed 8-0.

- Review & approve proposed 2021 DPL Holiday and Board of Trustees schedule
 - Director Stern discussed the highlighted areas on the schedule, including options for Board meetings that needed to be scheduled around holidays, and the Board chose meeting dates for those 3 months.

Motion to approve the calendar by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Mari, Y Trustee Powers, Y Trustee Alternate Haverty, Trustee Greenberg. Motion passed 8-0.

- Review patio construction quotes from local landscapers
 - Director Stern received quotes from 3 local landscape companies – Thompson’s Lawn Service, Groundhog Landscaping, and North Point Outdoors – for the patio area outside the Children’s Room. The board reviewed the quotes, which varied greatly in terms of suggestions and prices.
 - Trustee Cataldo asked if the landscapers can provide a schematic drawing. Director Stern displayed the topographical drawing which was provided by North Point Outdoors.
 - Trustee Mari requested Director Stern retrieve landscaper drawings, suggested to continue this topic on the agenda at the next Board meeting, and requested that Board members do a sight walk prior to the next meeting.
 - Director Stern inquired whether the Board had a strong preference regarding the patio size, and everyone on the Board indicated that they preferred the larger option. Trustee Greenberg noted that the form of the patio should follow the function, and from a programming standpoint, the larger the patio, the better.
 - Town Council DPL Liaison Tripp commented on the electric sign to advertise DPL programming events. Trustee Mari noted that the sign is still on the priority list, but the patio is a higher priority due to Covid.

OLD BUSINESS:

- Construction Documents for steps/ramp/walk – discuss and vote on quotes
 - Director Stern has not been able to obtain a 3rd quote for construction drawings. Pursuing alternate quotes for walk repair and handicap parking spaces per request from Trustee Marcotte. The Board agreed that construction drawings should not be pursued at this time, as the town is not funding the project this FY.
 - The Board asked Director Stern to follow-up on repair quotes for the walk and expansion of the handicap parking spaces to be ADA compliant.
- Discuss library services and hours in Stage 6 of Pandemic Service Plan, rising Covid-19 numbers, and possible next steps
 - Director Stern shared new NH cases over time, estimating soon to be over 1,000 cases/day. He is hesitant to make changes to DPL services or hours given the trajectory of the virus.
 - There have been a few mask compliance issues over past week, with high school students not wearing masks, and doing things they should not be doing in the building.
 - Trustee Marcotte asked what the plan may be if a DPL staff member gets Covid-19. Director Stern referenced the just-updated Pandemic Policy, and “close contact” definition.

PUBLIC COMMENT:

- Town Council DPL Liaison Tripp commented how it is a pleasure to see everyone. The Board thanked Town Council DPL Liaison Tripp for coming.

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, Y Trustee Alternate Haverty. Motion passed 8-0.

- Meeting adjourned at 8:17pm.

Next meeting is Monday, December 14, 2020 at 6:30pm, virtually via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary