

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, November 20, 2023

Present: Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Meryle Zusman (Trustee Alternate), Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison) *, Eric Stern (Director)

Absent: Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Margaret Ives (listened-in via phone, did not participate), Lisa Carvalho (Recording Secretary)

*Denotes virtual attendance

The Meeting was called to order at 6:38 by Trustee Powers.

PUBLIC SESSION:

Amendments to Agenda:

There were no amendments to the agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting held on October 16, 2023 by Trustee Cataldo. Seconded by Trustee Lindenberg. Motion passed 4-0, with Trustee Marcotte abstained. (Trustee Alternate Austin had not arrived yet.)

Trustee Cataldo stated that the Policy Committee reviewed a proposed video surveillance policy.

Motion to accept the Minutes of the Policy Committee meeting held on November 2, 2023, by Trustee Cataldo. Seconded by Trustee Lindenberg. Motion passed 5-0. (Trustee Alternate Austin had not arrived yet.)

Treasurer's Report:

- Trustee Powers opened for questions. Trustee Marcotte asked for confirmation that the expenses were because of the work on the chiller, the compressor and closet construction projects. Director Stern stated that these costs are coming out Operating Expense until such time as they would need to be reclassified near the end of the fiscal year.
- Trustee Powers reported that between the last meeting and this month's meeting the books were closed on FY23. Trustee Powers and Director Stern confirmed that all line items in the Special Fund have been updated to reflect FY24 numbers.

Director's and Staff Reports:

- Director Stern reported that the storage closet is done, approved, and paid for. It will start to be utilized on Wednesday before the library closes for the Thanksgiving holiday.
- Director Stern reported on the work on the sprinkler system. The work has been done and done well. He circulated pictures of the extensive corrosion to the pipes that had been in the attic space. There were blockages of rust in the lines. These were caused by residue left behind by the tests of the system that pooled water because the pipes were not pitched correctly. These are meant to be "dry" pipes for the sprinkler system. Code Red arrived on time and completed

the work on time. They were transparent at every stage of the process. The new galvanized pipe will last a long time, beyond our lifetimes. The unfortunate issue is that although there has been an improvement in the amount of time the compressor is running, there is still a leak somewhere in the system, location TBD. An inspection of the entire line was performed, but there is one component of the system that cannot be checked in this manner; the large dry valve that is connected to the main as it comes into the building. This component is expensive and has not been produced for more than a decade, making the parts very difficult to obtain. The recommendation from Code Red is that it be replaced soon. Director Stern believes that this should be put on the CIP or budgeted for the next fiscal year, at which time the estimate will likely be over \$10,000.00. Trustee Alternate Zusman asked for clarification, as the part must be built. Director Stern described the large metal valve in the pump room. He shared that when the valve, which regulates air flow in and out the building, was being re-seated, Code Red reported that it was difficult to reinstall. If the system needed to be taken apart again, for another failure or work to be done on the system, a new valve would be almost certainly be needed as the current valve may not function again after reassembly. In that case, the library would have to pay for a fire watch during operating hours, until the sprinkler system could be made functional. Director Stern provided a copy of the quote for this work, should it be done today, for \$9,501.32. Trustee Lindenberg asked if these funds are in the Capital Improvement fund. Director Stern replied affirmatively. Trustee Powers added that there is the CIP, which comes from the Town, and a potential General fund surplus that is specific to the library. There is also the fine account/special fund. There is currently a balance in the Capital Reserve fund of approximately \$150,000.00. Town Council Liaison Spencer stated that if the funds are in reserve that has been created by DPL, those funds are available. If the work would be paid out of the Town CIP, a proposal would need to be submitted to the Town Council. Director Stern has discussed this with Mark Fleischer. Trustee Powers suggested paying for the work from the General fund now and reclassifying the cost at a later date. She noted that the quote from Code Red is valid for 30 days, and as the Board will not meet again before that date, asked if there was appetite for approving the quote and moving forward. Director Stern does not strongly recommend that we wait. Trustee Lindenberg stated that minor problems can easily become major ones. Director Stern stated that, in theory, this could fix the air leak issue as well. Trustee Marcotte asked if we can draw from the Capital Reserve fund if it is not listed in the CIP. Trustee Powers replied that the CIP schedule goes out 5 years. That is part of the Annual budgeting process. DPL has a separate capital reserve providing funds from surplus of previous general fund budgets. Town Liaison Spencer stated that if the agents are the Town, there would have to be a supplemental appropriation by the Council. Director Stern stated that per his discussion with Mark Fleischer, the Council is the agent to expend. Trustee Lindenberg asked if we could bypass the CIP and use fine money and get the work done now. Trustee Powers stated the question of where the funds would come from does not hinder the ability to move forward. Trustee Alternate Austin asked if we should obtain additional quotes. Director Stern stated that other sprinkler companies were recently vetted for the original work and believes Code Red should continue to work on this issue. He recommends waiving the requirement of multiple quotes. Code Red has been transparent throughout the process and has his full confidence.

Motion to approve the quote from Code Red for the valve replacement work, in the amount of \$9,501.32 by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 6-0.

Motion to request that the capital reserve funds, held for the benefit of the Derry Public Library by the Town, be released in the amount of \$9,501.32 to fund the Code Red valve replacement work by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.

Town Council Liaison Spencer added that this would likely be on the agenda for the December 5, 2023, Town Council meeting. She then said farewell and signed off of Zoom, as she had another meeting to attend.

- Trustee Cataldo raised the question of a gift card for Christmas for each of the Library Staff. Director Stern noted that for the last couple of years, \$50.00 gift cards have been approved for the Staff. He requested that the Board do this again. There are 24 regular full and part-time Staff. Trustee Cataldo will distribute the gift cards in holiday cards to the Staff.

Motion to present \$50.00 Hannaford gift cards to the regular full- and part-time Staff of DPL by Trustee Lindenberg. Seconded by Trustee Cataldo. Motion passed 6-0.

- Trustee Marcotte asked what amount the Londonderry Leach Library Trustees were looking to fundraise for joining GMILCS. Director Stern responded that the amount is \$6,800.00 and Leach Library is proceeding. This is ½ of the fee for the one time, upfront onboarding costs. This is much lower for Londonderry than had been the case for Hudson, because Leach's catalog is much simpler. Director Stern feels confident that Leach will be joining GMILCS in 2024.
- Trustee Lindenberg asked if there has been progress in the electric bike and trailer project. Director Stern stated that there has been little movement since the meeting with the eBike store. The person who is working with the store has been quite busy with Aspen updates. DPL will likely order the trailer in January for delivery in April, keeping to the planned timeline. Trustee Lindenberg shared that a couple of Older Adult Groups locally are looking forward to the convenience of book deliveries.
- Director Stern reported that there was a meeting of the Older Adult Services Group, attended by Jessica DeLangie in Director Stern's stead, as he had a conflicting meeting. All the rationale that we have spoken about for obtaining the eBike was repeated in this meeting. Transportation to/from the library is a major issue in many communities.
- Trustee Lindenberg inquired about the display case. Director Stern reported that we first focused on an unusual items display, based on the patron survey. The unusual items display will be completed this week and then Director Stern will focus on the other display case.
- Trustee Cataldo referred to the smoothness of the switch to 3M CloudLibrary from Overdrive, which did not work well for her on Mac.

Gifts:

There were no unusual gifts. Director Stern noted that many music CDs have been donated.

Motion to accept any and all unrestricted monetary gifts received between the last Board of Trustees meeting and this meeting by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.

Correspondence:

There was no correspondence.

Announcements:

There were no announcements.

Public Comment

There was no public comment.

NEW BUSINESS:

- Approve updated Communications Coordinator position description: Trustee Powers highlighted that there is a draft of the description in the Board's packet. Director Stern stated that this is the first review of the updated description. It has been revised by Jen Khoury and Susan Brown, based on the prior version written by then-employee Meryle Zusman. Updates were made to broaden descriptions of the current work. It was necessary to show the flexibility of the position and eliminate items that no longer apply. Trustee Powers suggested a change in the 7th bullet point under Public Relations to eliminate the words "including Constant Contact and TixKeeper." As this is an internal document, the Board deferred the opportunity to see the original text.

Motion to approve the updated Communications Coordinator position description, as amended, by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.

- Review and vote on new surveillance policy recommended by the Policy Committee: A draft was provided in the packet and reviewed by the Board. Director Stern reminded the Board that this policy is in direct response to the supervised visitations that are happening in libraries across the state. Many libraries have had requests for video surveillance footage from attorneys. The absence of a policy explaining who has access to these recordings makes it more challenging to respond. Specificity of what recordings, who they are accessed by, how long they are saved and what they will be used for is very important. At this time our cameras view patrons exiting and entering the building. There had initially been concern of theft around the Teen section. Director Stern has not used the cameras for this during his tenure. He has only reviewed them per Derry Police requests to see potential activity outside of the building. There have been at most 4 requests in the last 3.5 years. Trustee Marcotte noted, in the Law Enforcement section, to change the word "police" to "Law Enforcement", to cover all law enforcement agencies.

Motion to accept the new Video Surveillance Policy as amended, by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 6-0.

- Discuss Town CIP for FY25 budget process: Director Stern noted that this item may be eliminated from today's agenda as he spoke with Mark Fleisher after the agenda went to print. The CIP is not due until January 2024. This will be added to the December meeting agenda.

OLD BUSINESS:

- Update on maintenance closet construction: Discussed in the Director's Report.
- Update on sprinkler system repair work and additional work that will be needed sometime in the future: Discussed in the Director's Report.
- Update on Older Adult Services Group and how this relates to pursuit of and e-bike: Discussed in the Director's Report.

- Update on Leach Library's movement toward joining GMILCS: Discussed in the Director's Report.

ADJOURNMENT

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

- Meeting adjourned at 7:38 pm.

Next meeting is Monday, December 18, 2023, at 7:38 pm in Meeting Room Side A.

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary