

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, November 21, 2022**

Present: Elizabeth Greenberg (Vice Chair) (Attending virtually), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Lorraine Lindenberg (Attending virtually), Eric Stern (Director), Lisa Carvalho (Recording Secretary)

Absent: Rachel Armstrong (Chair), Erin Spencer (Town Council DPL Liaison), Victoria Austin (Trustee Alternate), Meryle Zusman (Trustee Alternate)

Meeting was called to order at 6:35 by Trustee Powers

PUBLIC SESSION:

Amendments to Agenda:

- Director Stern requested adding 2 items: (1) Substitute Hire for Children’s and Circulation; & (2) Approve the updated Meeting Room Policy. Both were added under New Business.

Acceptance of Minutes:

- Trustee Powers noted corrections to the Officers, at the start of the minutes.

Motion to accept the Minutes of the Board of Trustees meeting held on October 17, 2022, as corrected, by Trustee Cataldo. Seconded by Trustee Marcotte. Roll Call Vote. Trustee Powers and Trustee Greenberg abstained. Motion passed 4-0.

Treasurer’s Report:

- Trustee Powers reports the FY22 books closed at the end of October 2022. In November the final reports, “Period 13” were available and provided to Trustee Powers to present at next month's meeting.
- Review and potentially vote on Special Fund/Fine Account Budget for FY23 is moved from Old Business discuss with the Treasurer’s Report.
- Capital Reserve Balance was discussed.
- Proposed Budget for Special Fund is preliminary, and must still be approved. The Materials Budget is comprised of the General Fund and the Special Fund. Susan Brown and Director Stern arrived at a number that they felt would be sufficient to fund the All-In Materials Budget. Fines have decreased due to auto-renew, and this new budget reflects that.

Motion to approve the proposed Special Funds Budget as proposed Trustee Powers. Seconded by Trustee Ives. Roll Call Vote. Motion passed 6-0.

Director’s Report:

- Director Stern noted the issue of plowing from page 2 of the Director's Report. As of January 2023, the Mason’s cannot plow their section of the parking lot. The Town of Derry has agreed to plow those parking spaces. Director Stern put together an agreement that waives liability from the Town’s perspective. Mike Fowler and Town Manager have approved it and it will be passed

along to the Masons to have this agreement in place prior to the New Year. These parking spaces may be used by DPL patrons year-round.

- Trustee Greenberg congratulated Director Stern on resolving the HVAC situation at DPL. Moving forward discussion of this item from New Business, Director Stern reported that we have control over the temperatures in the building. DPL's relationship with Mike Fowler, Mark Fleisher and the Town were instrumental to getting this done, and given the presence of additional HVAC funds from the Town, there will be no cost to DPL for this work. Director Stern reported that the programming for the system as it was, was wrong from the onset. Some details of the repair were discussed.
 - Trustees Cataldo and Marcotte inquired about exorbitant costs to the library because of the issues with HVAC, including fuel costs, costs of heating when should be cooling and vice versa, as well as wear and tear on the boiler and chiller pumps which weren't programmed properly. Trustee Marcotte asked for follow-up with the Town once all of the problems have been found and fixed. Director Stern agreed, and he will be presenting his findings to Mike Fowler and Erin Spencer once all of the issues have been identified.

Gifts:

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.

No Public Comment

NEW BUSINESS:

- Update on recruitment for full-time Circulation Librarian (to replace Alex): Director Stern reported that there is one candidate that has emerged who is clearly at the top, and has the support of everyone who has interviewed him. Director Stern noted that this person "checks all the boxes" and then some, as he possesses a MLS, which is not required for this position, but is a great asset.
 - Personnel Committee Meeting to discuss this scheduled for Friday, 12/2/22 at 10:00 am.
 - Trustee Powers noted the need for a Finance Committee meeting to review Director Stern's draft budget for FY24. This will be on the Agenda in December.
- Substitute Hire for Children's Circulation: Director Stern reported that as part of the recruitment for the Reference position, there was a person interviewed whom we felt would be a great addition to the Children's Substitute rotation and the Circulation Desk. Leslie Carignan was formerly a teacher with many years' experience, and she is a great person. We are down to 2 regular substitutes in Circulation, making this a pressing need. Therefore, Director Stern is advancing this without a Personnel Committee meeting.

Motion to hire Leslie Carignan as Substitute for the Children's and Circulation Departments at the sub rate of 15.12/hour by Trustee Ives. Seconded by Trustee Powers. Roll Call Vote. Motion passed 6-0.

- Approve the updated Meeting Room Policy: Director Stern reported that Jen Khoury pointed out that the dates and times of the meeting room use were wrong on the existing policy. (See Page 2 of the Policy.) Normal Operating Hours were updated. The second change is on Addendum 3 – Patron Code of Conduct, which was approved in December of 2020, but referenced an earlier version. Lastly, when Director Stern updated the format to coincide with our other policies, he noted that in the first sentence of the Policy, under “General” it says that the library’s meeting rooms are defined as “public forums,” which is incorrect. Legally speaking, they are “limited public forums.” Drawing on his legal background, Director Stern gave a brief overview of the difference between “public forums” and “designated/limited public forums.” This term has been updated in the revised version.

Motion to accept the revisions to the Meeting Room Use Policy, by Trustee Powers. Seconded by Trustee Cataldo. Roll Call Vote. Motion passed 6-0.

OLD BUSINESS:

- Updates on Strategic Planning goals
 - Category 3, Strategic Objective 1 – Comfortable & Healthy Building: Discussed during Director’s Report.
 - Category 2, Strategic Objective 2 – Publicity & Marketing – Director Stern reviewed the Current Promotional/Marketing Avenues in the meeting packet. These were compiled with the help of Jen Khoury. Trustee Cataldo raised the question to call Internet Archive as Marketing. Step 1 in this Planning Goal was to compile the list. Trustee Marcotte noted that the Union Leader should probably be used for marketing as well.
 - Category 1, Strategic Objective 1 – Identifying volunteer tasks – This document was assembled by the department heads and Director Stern. Director Stern has suggested that the Circulation Staff direct volunteers to the Friends of Derry Libraries when possible. The Garden Club is also an option to direct volunteers. These two groups do not require background checks. DPL does require the state background check for all volunteers. This form will be helpful, and we can start using it right away.
 - Category 2, Strategic Objective 3 – DPL Open House – We are looking at May 2023 for the Open House. Erin Robinson (Reference) is planning to bring back Author Fest in April and also planning to work with Erin Spencer (Town Council DPL Liaison) for a Black Heritage Trail marker for William Hobby in June. We want the Open House at least a weekend away from Memorial Day. Perhaps a Thursday evening when we can “close for Library business” for the event and not disturb patrons. Date TBD.
- Trustee Greenberg asked if we have plans for employee recognition over the holiday season. Director Stern believes that we should do something. Director Stern and Trustees discussed a plan for staff appreciation for the holidays, and people were assigned roles to coordinate.

In recognition of our great staff, motion to provide all regular full and part-time staff with a \$50.00 Hannaford gift card for the Holidays, by Trustee Powers. Seconded by Trustee Marcotte. Roll call vote. Motion passed 6-0.

- Update on ground floor replacement project – potential timeframe: Director Stern reported that the carpeting is going to be manufactured sometime in December. It will not be installed before Christmas. Expectation is a week in late January, when the Children’s room is less busy and can be closed. The date will likely be reported at the next meeting. There will be a small area upstairs used as the Children’s area for a few days.

ADJOURNMENT

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

- Public meeting adjourned at 7:42 pm.

Next meeting is Monday, December 19, 2022, at 6:30pm in Meeting Room Side A
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary