

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, December 13, 2021

Present: Elizabeth Greenberg (Chair), Rachael Armstrong (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Eric Stern (Director), Victoria Austin (Trustee Alternate)

Absent: Dr. Sarah Taylor (SAU Liaison)

Guest: None

Meeting was called to order at 6:30pm by Trustee Greenberg.

PUBLIC SESSION:

Acceptance of Minutes:

Motion to approve the November 15, 2021 public minutes by Trustee Ives. Seconded by Trustee Cataldo. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - Trustee Powers reviewed the final reports for FY21, noting that it was a good fiscal year overall. The surplus in salaries and benefits, along with professional services, allowed for more materials to be spent out of the General Fund. Unspent funds were transferred to the DPL Capital Reserve account (\$88,914,45). \$8,500 has been carried over/encumbered with a PO for Emergency Light & Battery Replacement.
 - There were unanticipated revenues (\$7,354.05), primarily from short-term disability benefit refunds, which we did not benefit from as we did not vote as a Board to have them offset our expenses. Erin Spencer (Town Council Liaison) will look into whether it may still be possible to accept the unanticipated revenues from FY21 for disability benefits and report back to the board.
 - Special Fund FY21-FINAL (as of November 10, 2021) – the balance has increased \$92,000 due to two generous donations. Approximately \$70,000 will be spent in FY22 for the Digital Sign and Front Paving project.
 - The period 5 reports for FY22 show that the library is tracking well, slightly below budget.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Director Stern shared an update on Primex's statement of loss with a reimbursement to DPL after the \$1,000 deductible: \$5,503.82.
 - Director Stern mentioned how DPL is a lot more comfortable after discovering that two of the HVAC controls for the valves in the upstairs area of the library were programmed backwards.
 - Trustee Marcotte asked if DPL will have to close when DLB Paving comes in the spring, unless there are some alternatives to consider. Director Stern explained that DPL may have to close as a safety precaution for a portion of DLB Paving's work, but he needs to speak with the company and get clarification as to what the disruptions will entail. Trustee Marcotte expressed a preference that the library not close if at all possible.

Gifts

- Director Stern suggested for future Board meetings to record any or all financial gifts are accepted.

Motion to accept any or all gifts in the course of the month by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 7-0.

Correspondence:

- Trustee Greenberg shared two thank you notes from DPL Staff, Kim Litman & Julie Gilchrist, who expressed their gratitude to the Board for their generous gift and continued support of the DPL Staff.

Announcements:

- Erin Spencer plans on making a proclamation at the Town Council Meeting, 12/14/21 at 7pm, honoring DPL as 2021 NHLTA Library of the Year.
- On behalf of the Board and Director Stern, Trustee Greenberg expressed their sincere recognition and well wishes over the many years working alongside Danielle Mullins (Recording Secretary) who unfortunately is departing from her position.

NEW BUSINESS:

- Discuss FY23 budget timetable, and the potential rescheduling of Finance Committee &/or Regular Board meetings in January
 - Trustee Powers mentioned the Finance Committee meeting will be 1/3/22 and the next Board meeting will be 1/10/22. Director Stern can still input projected numbers by 1/3/22 since exact numbers from Mark Fleischer (Town CFO) will not be available until February 2022. The meeting schedule, as of now, remains unchanged.
- Discuss the scheduling of a public hearing to formally accept anticipated ARPA grant funds for early 2022
 - Director Stern requested that the Board authorize him to schedule a public hearing on 1/10/22 to accept ARPA Round 2 Competitive Grant funds, should DPL be made aware that such funds have been approved.

Motion to have Director Stern schedule a public hearing on 1/10/22 in the event that grant funds are received by Trustee Powers. Seconded by Trustee Lindenberg. Motion passed 7-0.

- Director Stern requested a vote from the Board to authorize him to be able to sign necessary documents for ARPA funds with the state, which would enable DPL to submit any necessary paperwork to accept the grant, if it is received.

Motion to authorize Director Stern to enter into a grant agreement with the State of New Hampshire, and to sign any necessary contracts with the state in order to receive ARPA grant funds by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 7-0.

- Proposed update to DPL Pandemic Policy to preserve flexibility when guidance changes
 - Director Stern referred to the updated language in the DPL Pandemic Policy packet and requested the Board to amend this.

Motion to accept the amendments to the Pandemic Policy by Trustee Cataldo. Seconded by Trustee Powers. Motion passed 7-0.

- Discussion re: memorial plaques for recent large donations
 - Director Stern would like to honor the Kassers' generous donation and will continue to reach out to them to confirm specific language for their memorial plaque(s). The Board is in favor of Director Stern following through with the Kassers, and also to have a plaque made to honor the generous bequest of late patron William Carlisle.
- Discussion re: artist murals on patio & near children's exterior entrance

- Director Stern shared how he has been in communication with 2 local artists, Angela Gagne and Karen Lincoln. Angela may paint a mural on the retaining wall on the patio, and Karen may paint a mural just outside of the exterior children’s room entrance. The Board supports these endeavors, and Director Stern stated he would try to schedule these to be painted in the springtime. It is anticipated that there will be no cost to DPL to paint these murals.
- Planning a DPL “Comic Con” for 2022 with local public and private organizations
 - Director Stern announced the early stages of planning a 2022 DPL “Comic Con,” to put on in partnership with the Derry Arts Council and potentially other local businesses. Director Stern requested clarification from the Board re the sale of items by private vendors, if DPL is partnering with local private businesses such as Midgard and Geekster. All felt that it would be fine for vendors to sell items at the Derry Opera House. More discussions could be had by the trustees if vendors wanted to sell items within the library.
- Discussion re: future Recording Secretary duties
 - Trustee Greenberg shared how in the past before Danielle Mullins (Recording Secretary) began, the Board Secretary would record the meeting minutes, however, it was quite cumbersome.
 - Director Stern will take the next few weeks to inquire with existing part-time staff and substitutes, to gauge if there is interest in filling the Recording Secretary position.
 - The Board also asked that the alternate trustees, Victoria Austin and Meryle Zusman, consider this role as well. Victoria Austin requested Director Stern send her the job description. Danielle Mullins (Recording Secretary) shared her original job description with Director Stern and announced she will pass along all her notes and recorder to the future Recording Secretary for a smooth transition.

OLD BUSINESS:

- HVAC Update
 - Approval to pay ENE invoice to repair initial glycol leak of 10/5/21. Director Stern discussed the ENE repair is over \$5,000 that was approved by the Finance Committee via email.

Motion to approve the \$8,517.52 that was previously approved by the Finance Committee via email to allow Director Stern to pay the bill by Trustee Lindenberg. Seconded by Trustee Marcotte. Motion passed 7-0.

- “Food for Fines” update – Leach v. DPL!
 - Director Stern announced as of 12/13/21, DPL count is 395 and Leach’s count is 545. Director Stern is working with the Town offices to pick up more items from the Municipal Center. The Board mentioned advertising ideas to help the DPL food drive.
 - Erin Spencer (Town Council DPL Liaison) suggested tomorrow during the Town Council meeting at public comment to mention the great community DPL food drive.

ADJOURNMENT:

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

- Meeting adjourned at 7:50pm.

Next meeting is Monday, January 10, 2022 at 6:30pm in Meeting Room Side A.

Minutes respectfully submitted by Danielle Mullins, Recording Secretary