

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, December 19, 2022**

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

Absent: Erin Spencer (Town Council DPL Liaison), Meryle Zusman (Trustee Alternate)

Meeting was called to order at 6:34 by Trustee Armstrong

PUBLIC SESSION:

Amendments to Agenda:

No Amendments to the Agenda

Acceptance of Minutes:

- Trustee Powers requested amending the 3rd bullet point under the Treasurer's Report in the Minutes of 11/21/22 by deleting the second sentence.
- Trustee Powers requested amending the second sentence in the 4th bullet point to say "The Materials Budget is comprised of the General fund and the Special Fund."

Motion to accept the Minutes of the Board of Trustees meeting held on November 21, 2022, as amended, by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 7-0.

Motion to accept the Minutes of the Personnel Committee meeting held on December 2, 2022, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 7-0.

Treasurer's Report:

- There were no questions. The budget is on target.

Director's Report:

- Director Stern highlighted the GMILCS Board Meeting in the report, and particularly the directors' discussion of more uniformity amongst circulation policies/procedures. There may be a meeting of all GMILCS library trustees sometime in 2023. Creating a uniform borrowing policy would require compromise from all libraries, but the goal would be to benefit all of our patrons and front-line circulation staff. Trustee Marcotte expressed his reservations about changing local library policies to be uniform at the consortium level.
- Trustee Greenberg asked about the open records request noted in the Policy section of the Director's Report. The library received an open records request just before Thanksgiving from a news organization in the Boston area regarding any challenges that had occurred to materials and programs since the year 2000. Director Stern's understanding is that they contacted many libraries across the region. There was discussion regarding when it would be appropriate to redact information relating to challenges. Director Stern shared his, and the Town Attorney's view, that materials challenges that reach a public board meeting should not be redacted. While library user records are protected by state statute, a materials or programming challenge is not

the type of record that was contemplated by the statute, as these directly impact library policies, and impact all library patrons. Director Stern commented that certain hypothetical situations show that 91A would trump confidentiality protections. In complying with the previous request, Director Stern redacted information pertaining to people who could be identified as library users, taking a middle-ground approach, noting that this must be decided on a case-by-case basis.

- Trustee Greenberg asked about the possibility of using the Masonic Temple for library programming. Director Stern clarified that we would likely act as a tenant of the Masonic Temple and an agreement would have to be drafted and approved.
- Trustee Alternate Victoria Austin asked about the Town's process regarding choosing health insurance providers, as there is a 14.7% increase to the Town's premiums in FY24. Is this accepted as is or are there other options? Trustee Powers suggested that obtaining private insurance would likely not be cost effective for DPL, and Trustee Marcotte agreed. Director Stern will inquire with the Town about the process for choosing insurance.
- Trustee Alternate Victoria Austin asked about the comparison of salary ranges in area libraries. For today, Director Stern is focused on the Tech Services Assistant wage scale, but all wage scales should be reviewed soon. Trustee Powers reported that these were last reviewed in 2018/2019, before the pandemic.

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 Lindenberg. Motion passed 7-0.

Correspondence:

- Trustee Greenberg reported that we received a Thank You note from Terri Stallings for the gift she received, and other staff have expressed their gratitude verbally.
- Trustee Cataldo sent a sympathy card to Eileen Dugal at the loss of her husband, Ken. She will be sending a sympathy card to Alex re her father's passing.

Announcements:

- Trustee Powers offered a reminder that there are 3 seats that will be up for the Board in 2023: Rachael Armstrong, Margaret Ives and Monica Cataldo. The date to file is in February.

No Public Comment

NEW BUSINESS:

- Approve full-time staff member, Step 3, LIB1

Motion to approve the hire of Nicolas Pouliot as a Step 3, Lib1 Position at \$21.07/hr by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

- Approve permanent status for temporary part-time library page, upon conclusion of temporary appointment: Director Stern spoke with Ray in the Children's Department, to Julie and Alice and each agree that there are duties for a Page in Children's beyond February. Our 2nd part-time page has been extremely effective as a substitute, and she will continue in this role into the foreseeable future. A second Page should not be needed beyond February.

Motion to bring on Maura Covino as a permanent part-time Library Page upon the conclusion of the temporary appointment by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

- Discuss raising pay scale for Technical Services Assistant position, to be effective commencing pay period 1/1/23-1/7/23: Director Stern notes the pay scale is currently undercompensated compared to other Technical Service positions locally. Currently, Londonderry is \$18.43, Hooksett is \$17.70 and Hudson is \$15.00. DPL is \$13.13. We are the lowest by almost \$2.00. Director Stern's recommendation is an immediate increase of \$1.00/hr to step 1 of the scale, and a re-calculation of the remainder of the scale. There is one employee on this scale working 12 hours/week. The entire salary scale should be reviewed in 2023. Discussion of pay rate by Board to move her rate to \$15.00 by July 2023. Director Stern expressed the idea, for the future, to combine this tech services assistant scale with the Sub rate.

Motion to increase step 1 of the pay scale for the Technical Services Assistant by \$1.00/hour, to a starting point of \$14.13/hour, and to recalculate the rest of the scale accordingly, for this position only, by Trustee Lindenberg. Seconded by Trustee Greenberg. Motion passed 7-0.

- Review FY 2023-2028 Capital Improvement Plan: Director Stern reviewed the handout in the packet. Funds are noted in FY25 for site work, which is intended to address parking issues.

Motion to approve the Capital Improvement Plan as it stands presently, and to submit for FY 2024-2029 by Trustee Armstrong. Seconded by Trustee Greenberg. Motion passed 7-0.

- Schedule Finance Committee Meeting for date prior to 1/9/23 BOT Meeting: Trustee Powers reviewed the timeline for getting budget information to the Town. Staff projections need to be submitted no later than the close of business 1/9, and CIP requests no later than 1/13. 12/27, 10:00am was chosen for the Finance Committee Meeting.

Motion to empower the Finance Committee to approve a draft staffing budget to present to the Town on 1/9/23 by Trustee Greenberg. Seconded by Trustee Armstrong. Motion passed 7-0.

OLD BUSINESS:

- Updates on Strategic Planning goals
 - Category 3, Strategic Objective 1 – Comfortable & Healthy Building: Director Stern noted that the ENE Letter in the Board packet was the last step in the retro commissioning. There was discussion about alerting the Town to some of the deficiencies encountered in this process and this letter is a great starting point for that discussion.
 - Category 2, Strategic Objective 2 – Publicity & Marketing – An In-Progress Draft was included in the Board packet to show a floor plan that Jen is working on.
 - Category 1, Strategic Objective 1 – Volunteer Tasks – An In-Progress Draft was included in the Board packet.
- Update on ground floor replacement project: Director Stern gave an update. The floor at the Children's desk and in the staff break room is complete. It is anticipated that the carpet will be replaced the final week of January. After this work is done, it is Director Stern's intention to open Meeting Room Side A for public use.

ADJOURNMENT

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

- Public meeting adjourned at 7:57 pm.

Next meeting is Monday, January 9, 2023, at 6:30pm in Meeting Room Side A
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary