

**Derry Public Library  
Board of Trustees Meeting Minutes  
Virtual Meeting via Zoom  
Monday, March 15, 2021**

**Present:** Elizabeth Greenberg (Acting Chair), Caitlin Powers (Treasurer), Pete Marcotte (Co-Treasurer), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Eric Stern (Director).

**Absent:** Lorraine Lindenberg, Dr. Sarah Taylor (SAU Liaison)

**Guests:** Meryle Zusman, Victoria Austin

Meeting was called to order at 6:33pm by Trustee Greenberg.

**Acceptance of Minutes:**

- Trustee Cataldo requested to edit a typo for scissor lift (“list”) under DIRECTOR’S REPORT.

*Motion to accept the February 8, 2021 public minutes by Trustee Greenberg. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Armstrong, Y Trustee Greenberg. Motion passed 6-0.*

**Treasurer’s Report:**

- Trustee Powers presented the Treasurer’s Report which was accepted by the Board.
  - General Fund FY21 (as of March 5, 2021) - expended 61.6% of the budget (8 months is 66.7% through the year with 33.3% remaining).
  - Director Stern commented that at present DPL is running approximately a \$30,000 surplus, but there will be larger expenditures soon pertaining to the building to utilize these funds that aren’t reflected in the FY21 budget (patio, HVAC repairs).
  - Professional Services – annually some subscriptions are paid for in July, including GMILCS.
  - Special Fund FY21 (as of March 5, 2021) – balance \$134,319.10. The balance increased \$780 from the prior month. The Fiscal YTD balance has increased \$5,481.
  - Trustee Marcotte asked about the materials line with 24.6% remaining. Trustee Powers clarified that materials are also budgeted under the special fund, so the general fund line should be fully spent prior to the end of the fiscal year, and that Assistant Director Brown keeps good track of the ordering.

**Director’s Report:**

- Director Stern presented the Director’s Report which was accepted by the Board.
  - Director Stern shared an update on a recent meeting with Owen Provencher re: bringing video equipment to Meeting Room B in the Children’s Room on Friday, March 19, 2021 to film a promo for “Browsing with a Bot.” The closet in Meeting Room B which had previously been full of toys will be ½ filled with video equipment, after Friday, which will contribute to a “production nook,” which will be taking shape over the next several weeks.
  - Trustee Greenberg asked if the newly designated production area will be just for staff use. Director Stern stated that initially it will be only for staff, however after Covid the hope is for public use also.
  - Trustee Cataldo commented how enjoyable, well-written and engaging Jennifer Khoury’s report was with the comparison of webs, spiders and bugs. Director Stern praised Jen, and Trustee Ives further commented on how she enjoyed Jen’s humorous metaphor regarding computer management.

**Announcements:**

- Trustee Cataldo contacted NHLTA regarding the Library of the Year Award. NHLTA will announce the acceptance of submissions in April, with a due date of August. More details will follow. Trustee Cataldo stated that input from the Board is always welcome.

## **NEW BUSINESS:**

- Welcome to the “new look” 2021/2022 Board of Trustees!
  - Review new trustee onboarding checklist- Director Stern noted that Lorraine Lindenberg (recently elected trustee), unfortunately had a conflict with another board meeting at the Taylor Library and expressed her regret that she could not attend tonight’s DPL Board meeting. Director Stern met with Lorraine earlier in the day who retrieved her onboarding packet and met some of DPL’s staff. Director Stern stated that Lorraine expressed her excitement at being part of both DPL’s and Taylor’s respective boards. Trustee Greenberg volunteered that she would reach out to Lorraine to have an initial discussion regarding the roles and responsibilities of a DPL trustee, and to discuss what Lorraine intends in the event there are scheduling conflicts between the boards.
  - Discuss appointment of alternate trustees for 2021/2022 term- Trustee Greenberg made a gracious welcome to Meryle Zusman and Victoria Austin, potential Trustee Alternates. Trustee Greenberg asked when the Board can recommend to the Town Council their recommendations for Alternate. Director Stern said to put forward the names to the Town Council immediately, and that they would be taken up at their next meeting. Guest Meryle Zusman inquired what the role of an alternate entails. Trustee Greenberg stated that alternates attend meetings and can speak to any issue that comes before the Board, but only vote if a regularly elected trustee is absent. In addition, alternates can serve on any of the subcommittees.

*Motion to recommend Meryle Zusman and Victoria Austin as Alternates to the Board of Trustees by Trustee Greenberg. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Ives, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Armstrong. Motion passed 6-0.*

## **OLD BUSINESS:**

- HVAC – review quote to replace air handler control valves & to service unit
  - Director Stern shared how Daigle Plumbing, Heating & Cooling came in to look at the system as a possibility from Trustee Marcotte, however they declined servicing due to the challenge to reach it and recommended a company specializing in commercial systems, such as ENE. ENE quote exceeds \$5,000 to service the air handler unit. Director Stern requests approval with the Board to proceed with ENE.

*Motion to use ENE to service the air handler and replace the control valves by Trustee Marcotte. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Greenberg, Y Trustee Powers, Y Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong. Motion passed 6-0.*

- FY22 DPL Budget status update – review and approve revised budget
  - Director Stern had a nice meeting with Mark Fleischer (Town CFO) and Kerry Harrison (Town Accountant) on February 12, 2021. Requested cut was to the “legal services” line (line 320000), removing \$1,000 expense resulting in a new bottom line for the FY22 budget of \$1,402,659.00.
  - Trustee Marcotte asked if this bottom line is subject to change. Trustee Powers and Director Stern agreed that it could. Director Stern plans to attend the 4/22/21 public Budget Review meeting.
  - Trustee Cataldo asked if DPL continuing to serve the public through the pandemic has been brought up by the Town. Director Stern shared how it has not come up in discussions, but he believes that people are very appreciative for the extent DPL has continued to provide services throughout the pandemic.

*Motion to approve the budget as written by Trustee Cataldo. Seconded by Trustee Powers. Roll Call Vote: Y Trustee Greenberg, Y Trustee Powers, Y Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong. Motion passed 6-0.*

- Patio project - exciting milestones approach!
  - Director Stern confirmed between now and our next Board meeting, a new patio could be in place. An initial deposit was made to Penney Fence for the fence install which will be between May 24, 2021 and May 27, 2021, however if the patio is constructed earlier, the fence install could possibly be moved earlier as well. Northeast Door was paid in full with a returned contract in order to avoid a 7% price increase in March. At the end of the patio project is when Northeast Door will be contacted to do the

door install. The first two weeks in April, per Alan Cote (DPW), DPW will work on the drainage and Mark Thompson from Thompson's Lawn Service will install the patio immediately thereafter.

- Front entrance – sidewalk repairs & parking modifications for ADA compliance
  - Director Stern discussed a quote with DLB Paving (\$17,795) for repair of the concrete walk and expansion of handicap parking spaces to be ADA compliant. DPL's prospective donor from Arizona is interested in funding the repairs of the front entrance, the patio project and the electronic sign project. The Board suggested a nice thank you plaque to be made for the DPL donor.
  - Trustee Marcotte asked Director Stern if the height of the new DPL fence is too high and invited the mothers of young children on the Board to share feedback on this topic. Trustee Armstrong is in favor of a higher fence. Guest Victoria Austin is also in favor of a higher fence to prevent someone jumping over, and suggested plants along the fence if the library wants to enhance its appearance.

*Proposal to empower Eric to work with a donor regarding the funding of the repairs to the front entrance, the patio project and the electronic sign project by Trustee Greenberg. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Greenberg, Y Trustee Powers, Y Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong. Motion passed 6-0.*

- Library services and hours in Stage 6 of Pandemic Service Plan
  - Director Stern and the Board discussed transitioning the 2 morning blocks to a single, 3-hour walk-in block prior to the next Board of Trustees meeting. This will provide DPL patrons three walk-in periods Monday-Wednesday from 9:30am-12:30pm, 1:30pm-4:30pm, and 6pm-7pm (the latter of which may also be extended from 5:30-7:30) and two walk-in periods Thursday-Saturday from 9:30am-12:30pm and 1:30pm-4:30pm. The Children's Room has been most impacted by the shutdown and there is hope that with increased hours in the morning, usage may increase. Trustee Armstrong and Guest Victoria Austin agreed that the morning walk-in time period will be very helpful to families.

**PUBLIC COMMENT:**

- Guest Meryle Zusman commented how she has served DPL for 24 years, is looking forward to assisting the Board, and appreciates all the hard work they do. The Board thanked Meryle.

**NEW BUSINES:**

- Review recommendation for full-time Lib 1 Circulation Services Librarian vacancy

**Move to Non-Public Session:** Trustee Armstrong made a motion to move to Non-Public Session per RSA 91-A:3, II(b): The hiring of any person as a public employee. Seconded by Trustee Cataldo. *Roll Call Vote: Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Greenberg, Y Trustee Powers. Motion passed 6-0.*

Public session reconvened at 8:00pm.

*Motion to approve the hiring of Alexandra Osterhoudt to fill the vacant Lib1 (Circulation) full-time position, hiring at a Grade 5, Step 2 rate, by Trustee Cataldo. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Greenberg, Y Trustee Powers, Y Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong. Motion passed 6-0.*

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Greenberg, Y Trustee Powers. Motion passed 6-0.*

- Meeting adjourned at 8:02pm.

**Next meeting is Monday, April 19, 2021 at 6:30pm, virtually via Zoom**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*