

**Derry Public Library
Board of Trustees Meeting Minutes
Virtual Meeting via Zoom
Monday, April 19, 2021**

Present: Elizabeth Greenberg (Acting Chair), Caitlin Powers (Treasurer), Pete Marcotte (Co-Treasurer), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Eric Stern (Director).

Absent: Dr. Sarah Taylor (SAU Liaison)

Guest: Victoria Austin

Meeting was called to order at 6:34pm by Trustee Greenberg.

Acceptance of Minutes:

- *Motion to accept the March 15, 2021 public minutes by Trustee Cataldo. Seconded by Trustee Powers. Motion passed 6-0-1 with Trustee Lindenberg initially absent.*

- *Motion to accept the March 15, 2021 non-public minutes by Trustee Ives. Seconded by Trustee Armstrong. Motion passed 6-0-1 with Trustee Lindenberg initially absent.*

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - General Fund FY21 (as of April 7, 2021) - expended 68.5% of the budget (9 months is 75% through the year with 25% remaining). Tracking a year end surplus.
 - Trustee Powers commented it is difficult to tell exactly how much of an overage there is at the end of the year, DPL is trending favorably, and not necessarily spending 1/12th of the budget/month. Requested Director Stern to begin looking at expenses coming in the final 3 months of the fiscal year to compare with what is left remaining.
 - Professional Services - annually some subscriptions are paid for in July, including GMILCS.
 - Materials – The approved budget is \$120,000 (\$79,317 from General Fund and \$40,683 from Special Fund). The General Fund may absorb all of the materials expenditures without needing to tap into the Special Fund, given how it is trending.
 - Special Fund FY21 (as of March 5, 2021) – balance \$135,272.44. The balance increased \$950 from the prior month. The Fiscal YTD balance has increased \$6,434. Will be a little below target, expenses have been very low, and will have a net positive gain this year pending any expenses that are decided upon to execute in the next several months.
 - Director Stern shared that the patio construction will likely cut into the current budget surplus. It is unclear whether a donation will cover some or all of the costs for the patio.
 - Victoria Austin asked what happens with an overage if there is one at the end of the year. Trustee Powers discussed that surplus funds are transferred to a Capital Reserve Fund which is designated for DPL. The Town Council can authorize release of those funds for DPL's use, as needed.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Trustee Cataldo asked if the OhmniBot has been used much for "Browsing with a Bot." Director Stern reported that there has been little use of the bot for that, and that it has continued in its role as gatekeeper both upstairs and in children's.
 - Trustee Cataldo inquired about the fourth annual DPL Poetry Contest. Director Stern noted that as of today there have been 45 entries.

- Trustee Cataldo commented how enjoyable it is to read about the two projects related to the NH Room and Derry Heritage: Forest Hill Cemetery Project and Historical Library of NH. This can be added onto the DPL's list of accomplishments for the "Library of the Year" contest.

Gifts:

- A present \$665 gift from the Derry Book Club, Amy Escott in memory of her friend, Tina Hitchcock, a former longtime DPL Patron. This donation expectation is towards acquiring something for the library patio.
- A future bequest of approximately \$15,000 from the late former longtime DPL Patron, Billy Carlisle. This bequest is for the acquisition of furniture for public areas of the library. The co-executor of Billy's estate has indicated that patio furnishings would be appropriate for this donation.
- Trustee Cataldo will be sending out thank you notes for each donated gift as well as a card to Linda Merrill (Taylor Library Director) who is retiring May 20, 2021.

Announcements:

- Trustee Greenberg will be away for the next two Board of Trustee Meetings and asked a Trustee to assist in her place. Trustee Powers volunteered to assist in Trustee Greenberg's absence.

NEW BUSINESS:

- Discuss and vote on inclusion/placement of DPL's Mission Statement at the front of DPL's policies
 - The Board is all in favor of the inclusion/placement of DPL's Statement at the front of DPL's policies.

Motion to have the Derry Public Library's Mission Statement at the front of DPL's policies by Trustee Ives. Seconded by Trustee Lindenberg. Motion passed 7-0.

- Discuss and vote on updated Personnel Policy as reviewed by the Personnel Committee and as reviewed/amended by the Policy Committee
 - Director Stern discussed different fonts and formatting on the policy and feels very confident of the changes. Referenced color codes to symbolize the changes. He asked the Board for any feedback prior to them voting on enacting the updated policy.
 - The Board agreed there is no need for any further revisions, the changes look good, and cordially thanked Director Stern for all his hard work and efforts updating the Personnel Policy.
 - Director Stern will review with DPL Staff the updated and approved Personnel Policy.

Motion to accept the Personnel Policy as amended by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 7-0.

- NHTLA Spring Virtual Conference, 5/12 & 5/13 – signup deadline 4/23
 - Director Stern noted this on the agenda as a reminder and currently has three signed up. This Friday, 4/23 is the deadline to sign up and any Board of Trustee member is eligible for a discount being already a NHTLA member. Trustee Marcotte expressed his interest in attending.
- NHLA Annual trustee relationship survey form – due back 5/7
 - Director Stern mentioned this survey is regarding any connections that Trustees have with state representatives. This form can be scanned & emailed, or dropped off by 5/7 to Director Stern.

OLD BUSINESS:

- Patio project update
 - Director Stern shared that Thompson's Lawn Service came in right at their estimate for total cost-\$14,000. A security camera monitors the area of the patio. There is no motion sensing light on the patio area at present, but this can be discussed as a future consideration.
 - The Town is in the process to connect the drainage from the patio to the storm drain. Northeast Door will install the door on 5/27, and shortly thereafter the fence will be installed.

- Director Stern will further research patio furnishings and welcomes the Board's feedback. Trustee Armstrong noted she is a Costco member if there are patio furnishings to purchase there.
- Director Stern asked the Board's feedback on having patio table umbrellas. The Board is all in favor for patio table umbrellas to be useful from the bright sun.
- Front entrance update
 - Upon Trustee Marcotte's recommendation, Director Stern received an affordable quote to evaluate the steps and brick work along the steps before replacing any sections of the sidewalk. The brick work and crack going down the left side of the steps should be repaired prior to the next Board meeting.
 - Trustee Greenberg thanked Director Stern for his hard work and research on the front entrance repair.
- Update on library services and hours in Stage 6 of Pandemic Service Plan
 - On 4/9, per the Pandemic Policy, Director Stern closed DPL for one day due to a positive Covid case on staff. He noted that the staff member has since returned to work, and that the close contact tested negative, providing strong support that the Covid protocols in place at DPL are working.
 - Trustee Powers asked when the Board can meet in person for future meetings once all are fully Covid vaccinated. Director Stern stated he is hopeful that the June Board meeting can be in person.
 - Trustee Powers commented how wonderful the effective DPL policies and procedures kept everyone safe regarding a successful closure on 4/9.
 - Director Stern asked for the Board's consideration to have DPL Staff and patrons continue wearing face masks entering DPL. The Board are all in favor for everyone to continue wearing face masks.
 - Trustee Lindenberg asked what percentage of DPL Staff have been vaccinated. Director Stern noted that while DPL is prohibited from asking that staff be vaccinated (or if they have been vaccinated), many staff have volunteered information regarding their vaccination status. Director Stern believes that the vast majority of staff have received at least 1 vaccine dose. He will circle back with the Board at the May meeting.

PUBLIC COMMENT:

- Trustee Ives asked Assistant Director Brown for a "Star Night" at DPL outside during a nice evening.
- Guest Victoria Austin asked about the type of patio furnishings that DPL is looking at. Director Stern stated that new patio furnishings should be ADA compliant and durable for outdoor use. The Derry Art Council is painting a piano in an Alan Shepard theme to be left outside on the patio.
- Victoria Austin noted her interest in making a donation in memory of her late son, Clyde, for DPL's Children's Room and/or the new patio.

ADJOURNMENT:

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

- Meeting adjourned at 7:43pm.

Next meeting is Monday, May 17, 2021 at 6:30pm, virtually via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary