

**Derry Public Library  
Board of Trustees Meeting Minutes  
Café Area & Remotely Via Zoom  
Monday, June 22, 2020**

**Present:** Kristen Mari (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Margaret Ives, Rachael Armstrong, Richard Tripp (Town Council DPL Liaison), Eric Stern (Director), Susan Brown (Assistant Director).

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

**PUBLIC SESSION:**

**Acceptance of Minutes:**

- Trustee Powers requested to edit the typo “howeve” under NEW BUSINESS.

*Motion to approve the May 18, 2020 public minutes as amended by Trustee Greenberg. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers. Motion passed 7-0.*

**Treasurer’s Report:**

- Trustee Powers presented the Treasurer’s Report which was accepted by the Board.
  - General Fund FY20 (as of June 10, 2020) - On target from a bottom-line perspective (available total budget: \$193,966.53), with extra funding at the end of the fiscal year from June 30, 2020 through the Capital Reserve Fund. Director Stern and Assistant Director Brown continue to address projects prior to the end of the fiscal year.
  - Expended 85.6% of the budget (11 months is 91.6% through the year with 8.4% remaining).
  - This year on average, DPL has spent 105K monthly.
  - Special Account FY20 (as of June 10, 2020) -Essentially no change this month. No need to expend more before year end as DPL is running favorably in the general account. Expecting special revenue to remain low in the next few months while operating under our pandemic service plan.
  - Trustee Greenberg asked where the DPL surplus originates from. Trustee Powers commented the DPL surplus is across the board primarily coming from wages and salary. In addition, Assistant Director Brown shared additional line items were also underspent for Programs and Programming Supplies. As of June 22, 2020, approximately 10% of the budget remains for the fiscal year.

*Motion to move remaining town appropriated FY2020 funds to the Capital Reserve Account by Trustee Greenberg. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers. Motion passed 7-0.*

**Library Director’s Report:**

- Library Director Stern presented the Library Director’s Report which was accepted by the Board.
  - Trustee Ives commented how on June 12, 2020 there was a significant increase in curbside pickup, and about the changes in the Break Room with designated places in the cupboards.
  - Library Director Stern shared that the OhmniBot, a telepresence robot for the DPL lobby, may soon have entertaining attire for greeting younger patrons.

**NEW BUSINESS:**

- THANK YOU, SUSAN!!!
  - On behalf of the Board, Trustee Mari shared their full appreciation for Susan having served as Acting Director for several months, through very challenging circumstances (Covid-19).
  - Assistant Director Brown thanked the Board for their kind words and gift.

- COVID-19 Committee Report-review draft policies and procedures
  - Director Stern discussed how very grateful he is with a positive and dedicated COVID-19 Committee who have already met three times and drafted a pandemic policy and pandemic service plan.
  - Trustee Ives shared a comment how well written and easy to read the new pandemic policy is.
  - Trustee Mari asked on page 5 regarding the pandemic policy in the second paragraph to rephrase the sentence. Assistant Director Brown suggested to split the sentence and have the Library Director be in consultation with the Trustees.
  - Trustee Mari asked for clarification regarding wearing masks. Assistant Director Brown discussed how Director Stern received 500 masks to distribute to patrons as needed, and DPL will require the staff to wear masks when there are patrons in the building.
  - Trustee Mari requested for Stage 1, to add in something pertaining to security for building supervision. Assistant Director Brown and Director Stern suggested to include a phrase that DPL will arrange to promptly notify other town departments for security purposes if Stage 1 is needed.
  - Trustee Marcotte asked if the pandemic policies are linked with the state guidelines. Director Stern noted that the DPL pandemic policy and pandemic service plan are more cautious and take a measured approach to reopening. Were pandemic policy and pandemic service plan in effect, DPL would just have entered Stage 4, which allows patrons in the library only by appointment for public access computer use.
  - Assistant Director Brown shared the current major critical DPL service offerings are Curbside Pick Up and public access computer use. DPL is the first library in GMILCS to allow patrons in to enter the library in any capacity.
  - Trustee Mari greatly thanked the COVID-19 Committee for all their hard work.
  - Trustee Armstrong suggested to rename the pandemic policy to “Health Emergency Policy” based on a NHLCA discussion. Director Stern expressed desire to leave the plan as written, and noted that the policy can be amended in the future.

*Motion to adopt the Pandemic Policy and Pandemic Service Plan as proposed, with applicable amendments, by Trustee Marcotte. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Greenberg. Motion passed 7-0.*

- Director Stern requested the Board approve a motion for staffing in keeping with the new policy to enable DPL to move forward with confidence for DPL staff be paid for the hours they are working both at home and in the library. The proposed staffing motion is as follows read aloud verbatim by Director Stern:
 

“Because the library has been operating under an emergency order since the onset of the Covid-19 pandemic, and because the pandemic has impacted library operations for an extended period of time, more than 3 months now, we make the following changes to staffing, effective immediately: Staff will be compensated for their hours actually working, which may lead to a temporary decrease in hours for some staff; In order to maintain social distancing in the library, some staff may continue working both in the building and from home on assigned tasks, as appropriate; Accrual rates established prior to the pandemic will continue in effect for all staff, even those who see a temporary decrease in hours due to the pandemic.”
- Trustee Greenberg asked questions regarding the motion- How many DPL staff will be affected for a cut in pay? How can there be ensured an equitable across the board application? Trustee Greenberg added how very proud she is of the Trustees taking a stand in protecting the staff.

*“Motion to move” on the motion, so moved by Trustee Marcotte. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Armstrong, Y Trustee Cataldo, N Trustee Greenberg. Motion passed 6-1.*

- Appoint new SAU Liaison
  - Trustee Mari asked the Board for their thoughts on a new SAU Liaison.
  - The Board will table discussion of a new SAU Liaison for a future meeting.

**OLD BUSINESS:**

- Changes to FY21 budget
  - Trustee Powers discussed the bottom-line didn’t change, no line items have been moved, and there will be plenty of time to re-class things as needed.
- Election of new officers
  - Trustee Mari shared she is willing to remain as Chair if the Board wishes.

*Motion to nominate Trustee Mari to remain as Chair by Trustee Marcotte. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Greenberg, Y Trustee Armstrong, Y Trustee Powers. Motion passed 6-0-1 with Trustee Mari abstaining.*

- *Trustee Mari asked the Board if anyone is interested in the vacant “Vice Chair” role. Trustee Greenberg commented she would like to work with Trustee Mari and be nominated as “Vice-Chair.”*

*Motion to nominate Trustee Greenberg as “Vice Chair” by Trustee Mari. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Marcotte, Y Trustee Powers, Y Trustee Armstrong, Y Trustee Cataldo. Motion passed 6-0-1 with Trustee Greenberg abstaining.*

- *Trustee Mari requested to remove “Co” from Trustee Powers title as “Co-Treasurer.” Trustee Powers is in agreement with this title change.*

*Motion to remove “Co” from Trustee Powers title as “Co-Treasurer” by Trustee Mari. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Greenberg, Y Trustee Armstrong, Y Trustee Marcotte. Motion passed 6-0-1 with Trustee Powers abstaining.*

- *Trustee Mari asked the Board if anyone is interested in being “Secretary.” Trustee Greenberg nominated Trustee Cataldo with a responsibility to write thank you notes for gifts to DPL. Trustee Cataldo accepted the nomination.*

*Motion to nominate Trustee Cataldo as “Secretary” by Trustee Greenberg. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Ives, Y Trustee Marcotte, Y Trustee Armstrong, Y Trustee Powers. Motion passed 6-0-1 with Trustee Cataldo abstaining.*

**PUBLIC COMMENT:**

- Town Council DPL Liaison Tripp encouraged Derry patrons to submit their “Dear Derry” stories during the pandemic.
- Meryle Zusman’s “socially distanced” retirement party is Friday, June 26, 2020 from 4pm-6pm at the McGregor Park.
- Trustee Greenberg asked if a thank you note had been sent to Eleanor Strang for being on the Search Committee. Assistant Director Brown shared that a note was sent.

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Trustee Ives, Y Trustee Cataldo, Y Trustee Armstrong, , Y Trustee Powers. Motion passed 7-0.*

- Meeting adjourned at 7:54pm.

**Next meeting is Monday, July 13, 2020 at 6:30pm in the Café Area & Remotely Via Zoom**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*