

**Derry Public Library
Board of Trustees Meeting Minutes
Café Area & Remotely Via Zoom
Monday, July 13, 2020**

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

Absent: Richard Tripp (Town Council DPL Liaison)

Meeting was called to order at 6:32pm by Trustee Mari.

Move to Non-Public Session: *Trustee Mari made a motion to move to Non-Public Session per RSA 91-A:3,II (a). The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Armstrong, Y Trustee Greenberg. Motion passed 7-0. Public session reconvened at 6:37pm.*

Acceptance of Minutes:

Motion to approve the June 22, 2020 public minutes as drafted by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Greenberg, Y Trustee Ives. 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 July 13, 2020) – Amount Expended is \$1,286,096.71. Total Budget Available is \$65,274.29.
 - The total spent from the reports is \$1,276,096.71 (75K surplus). Susan Brown (Assistant Director) notified Trustee Powers of at least 10K of FY20 invoices to be entered, making Year End Spend closer to \$1,286,096 (65K or 4.8% surplus with 95.2% spent).
 - Trustee Powers will create a report for Final FY20 Expense once all invoices are entered.
 - Budgeted 87K to pay for Materials and spent 96K, however, due to additional money in different line items the extra Materials spent had all equaled out.
 - Special Fund FY20 (as of July 13, 2020) -Essentially no change this month. YTD Actual Balance is \$128,791.27. Did not end up spending the money covered for Materials, which is one of the reasons the General Budget of Materials will appear over. Expecting special revenue to remain low while operating under our Pandemic Service Plan. This fund increased by approximately 22K in FY20.

Director's Report:

- Director Stern presented the Director's Report which was accepted by the Board.
 - Trustee Ives commented how Thermo Dynamics installed the two pumps, one pump failed, and Thermo Dynamics will be returning to replace the pump and repair the damage done by the leak. Director Stern commented that Alliance Mechanicals expressed concerns about the second currently operational pump as well, potentially leaking. Alan Cote (Superintendent of Operations) from the Derry Municipal Center is coordinating with Thermo Dynamics to address these and other issues. Director Stern has this at the top of the priority list to be resolved.
 - Since the submission of the Director's Report, a condensate pump failed next to the Friends Room and leaked into the Staff Lounge. The pump has been replaced, and the leak cleaned/dried.
 - The Town has notified us that due to looming budget shortfalls, the DPL steps/ramp/walk project approved in the Town's FY21 CIP will have to be delayed. Trustee Marcotte asked if DPL can do temporary repairs until the Town assists, hopefully next spring. Director Stern will investigate and

schedule temporary repairs. DPL paid Harriman Associates in 2019 for preliminary architectural drawings, but additional work is necessary to receive construction-ready plans. Director Stern is speaking with the firm, and may be seeking other options if a reasonable rate cannot be reached with Harriman.

- Overall patrons have been very appreciative of the services DPL is offering during the pandemic, with some minimal resistance to the library's mandatory mask policy.

Gifts:

- A \$1,000 gift from the Derry Medical Center Charitable Foundation. Trustee Cataldo will send a thank you letter. Trustee Marcotte noted that this could be set aside for a future "Author Fest," since previously this generous gift had supported that festival.

NEW BUSINESS:

- Personnel Committee Report
 - Provisionally approved substitute pay rate- Director Stern shared the initial substitute pay rate was \$14.33, and the personnel committee provisionally approved an increase to \$15.12.

Motion to increase the substitute pay rate to \$15.12 effective today by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Greenberg, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Ives, Y Trustee Marcotte. Motion passed 6-0-1 with Trustee Armstrong abstaining.

- Provisionally approved Communications Coordinator job description- Trustee Greenberg addressed how the description may need to change as Jennifer Khoury grows into the job, but recommended the document for approval. This description reflects what Meryle Zusman, who just retired, had been doing in the role.

Motion to accept the job description for the Communications Coordinator as submitted by Trustee Greenberg. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Greenberg, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Marcotte, Y Trustee Ives. Motion passed 6-0-1 with Trustee Armstrong abstaining.

- Recording Secretary approved pay rate
 - Per the earlier non-public session, Director Stern announced the approved increase in pay for the Recording Secretary, Danielle Mullins. The Board expressed their gratitude toward Danielle, and Danielle expressed hers to the Board and Director.
- Discuss library hours of operation and services during Pandemic Service Plan stage 5
 - Director Stern solicited the Board's feedback on potentially adding more evening hours for DPL in the near future, adding both Monday and Tuesday evenings to the existing Wednesday evenings. This would be done to expand appointment options for patrons, as well as to allow for outdoor socially distanced programming (weather permitting) in the evenings. The Board was supportive of these additional hours, particularly to support outdoor program opportunities.
- Discuss timeline for issuance of RFP for steps/ramp/walk site renovations
 - Director Stern commented that per earlier discussion, the timeline for completion of the project has been extended, and the exigency that placed this on the agenda no longer exists.

OLD BUSINESS:

- Appoint new SAU Liaison
 - Director Stern emailed Dr. Sarah Taylor (Derry SAU Literacy Coordinator) to see if she would serve in this capacity, and will update the Board when he learns more. Trustee Cataldo explained the role of the literacy coordinator for the SAU.

PUBLIC COMMENT:

- None

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Trustee Ives, Y Trustee Cataldo, Y Trustee Greenberg, Y Trustee Armstrong, Y Trustee Powers. Motion passed 6-0-1 with Trustee Armstrong abstaining.

- Meeting adjourned at 7:30pm.

Next meeting is Monday, August 17, 2020 at 6:30pm in the Café Area & Remotely Via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary