

**Derry Public Library
Board of Trustees Meeting Minutes
In-Person Meeting
Monday, July 19, 2021**

Present: Elizabeth Greenberg (Acting Chair), Caitlin Powers (Treasurer), Pete Marcotte (attending via Zoom), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Lorraine Lindenberg, Erin Spencer (Town Council Liaison), Eric Stern (Director), Danielle Mullins (Recording Secretary).

Absent: Dr. Sarah Taylor (SAU Liaison)

Guest: Liz Ryan (Reference Librarian)

Meeting was called to order at 6:31pm by Trustee Greenberg.

PUBLIC SESSION:

Amendments to Agenda:

- Trustee Powers requested discussion on the Purchase Card ("P-Card"), Board of Trustees inbox on the DPL website, and the Juneteenth Federal Holiday (NEW BUSINESS).

Acceptance of Minutes:

- Trustee Powers noted grammatical errors on page 1 of the June 14, 2021 public minutes. Trustee Powers also revised the final bullet under the TREASURER'S REPORT, to read: "Director Stern explained the donation would go to the fine account. The patio expenses will be paid from the fine account."

Motion to approve the June 14, 2021 public minutes as amended by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 6-0-1 with Trustee Greenberg abstaining.

- The Board praised Shannon May and Danielle Mullins for their hard work on recent meeting minutes.
- Director Stern requested a revision on page 1, the third bullet (PUBLIC COMMENT) on behalf of David Love to add his support for Trustee Lindenberg.
- Trustee Lindenberg requested a revision on page 1, the second bullet (PUBLIC COMMENT) to change "Those who notified WMUR should apologize" to read "All people who made false comments on social media and notified WMUR should apologize to our community."
- Trustee Powers requested on page 1 (PRESENT) to remove the title "Co-Treasurer" for Pete Marcotte, and to clarify the 9th bullet (PUBLIC COMMENT). Trustee Powers also changed the second bullet on page 2 (NEW BUSINESS), to read: "Trustee Powers mentioned a resource listed on the NHTLA website, specifically tip sheet #11, "12 Golden Rules for Board Members." Trustee Powers also expressed understanding how Trustee Lindenberg's comments could have caused concern for DPL staff. Trustee Powers asked Trustee Lindenberg if she received and completed the onboarding materials."

Motion to approve the June 28, 2021 public minutes as amended by Trustee Greenberg. Seconded by Trustee Armstrong. Motion passed 7-0.

Motion to approve the July 9, 2021 public minutes to accept the donation of \$92, 832.80 made by former Derry residents, Michael and Beth Kasser to DPL by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 6- 0-1 with Trustee Powers abstaining.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.

- General Fund FY21- Trustee Powers explained that these amounts are not final. A FY21 Final Report will be distributed to the board when all FY21 invoices have been received, accounting reclassifications have occurred, and the audit process has been done.
- Materials all-in approved budget is \$120,000 (\$79,317 from General Fund and \$40,683 from Special Fund). Due to the surplus in the general fund, no special account funds need to be used for FY21.
- Capital Improvement Line – this line used to have the patio related expenses, but those are now being paid via the special fund, via the donation from the Kassers.
- Revenue – shows reimbursement from HealthTrust for a staff short-term disability claim and the ARPA grant funds we were awarded.

Motion to approve the encumbered \$8,500 for a PO from Lombard Electric (LED Power Racks & Remote) by Trustee Powers. Seconded by Trustee Greenberg. Motion passed 7-0.

Motion to move the remaining FY21 General Fund balance upon closing of the books to Capital Reserve for the benefit of Derry Public Library by Trustee Powers. Seconded by Trustee Marcotte. Motion passed 7-0.

- Trustee Powers commented that both restricted donations are reflected under Gifts & Grants – YTD Actual - \$116,416.36 (William Carlisle Estate (approx. \$20,000) and Kassers donation (approx. \$93,000). Healthy balance to have in this account.
- The patio and associated expenses approximate \$25,000, were paid in FY21, and are reflected in the Operating Expense which the Kassers donation covered. In addition, patio furnishings are/will be expensed through the special funds. The Carlisle bequest was specifically for furniture.
- Special Fund FY21-Not Final (as of July 13, 2021). Balance - \$222,438.25. The balance increased \$85,000 from the prior month. Fiscal YTD balance has increased by \$93,600.
- We have encumbered \$17,795 for a PO from DLB Paving for the DPL Front Walkway Construction (one of the items the Kassers' donation funded).
- Special Fund FY22 -Proposed. Estimated balance - \$125,000.
- Operating Expense Budget - \$75,000 for the Digital Sign and Paving Project.
- Capital Reserve Balance – approximately \$150,000 after FY21 surplus is moved.
- Trustee Marcotte inquired about the costs for the Digital Sign. Director Stern noted that this sign is a higher resolution than had been pursued a few years ago, and is actually cheaper than the aforementioned sign. There may be additional expenses relating to electric work to install the sign, estimated at around \$5,000, which will fall outside of the Kassers' donation. The proposed location will be near the old entrance to DPL along Route 102 for maximum visibility.

Motion to approve the proposed FY22 Fine Account/Special Fund budget by Trustee Powers. Seconded by Trustee Ives. Motion passed 7-0.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Trustee Greenberg asked if there is a timeline for the mezzanine work. Director Stern said that the RFP was posted, and there will be a non-mandatory walk through of the project on July 21. The RFP requests that the mezzanine work be completed by the end of October.
 - Trustee Marcotte asked about more information on the new exterior patio gate that may need to be reconfigured. Director Stern stated that while the gate was planned to swing out into the park, the fence installer had to make it swing in due to the contour of the grounds. DPL awaits guidance from the Derry Fire Department re possible modifications.
 - Trustee Powers commented on Susan Brown's report addressing downloadable circulations, that it would be good to explore why there has been reduced usage recently. Trustee Cataldo noted her personal preference for borrowing a tangible book.
 - Trustee Powers asked about the Wowbrary service noted in Jessica DeLangie's report. Trustee Cataldo and Trustee Marcotte commented how they enjoy the service to keep informed by email of a list of all new DPL materials.

- Trustee Cataldo praised the increased programming in the Children’s Department.
- Trustee Greenberg thanked Director Stern and the DPL Staff for their continued great service.
- Trustee Cataldo congratulated Jessica DeLangie on being appointed a Trustee and Treasurer of the Robert Frost Farm. The board will be sending a congratulatory card.

Gifts:

- \$4,668 ARPA grant from the NHSL & IMLS.

Motion to approve the receipt of ARPA grant for \$4,668 by Trustee Powers. Seconded by Trustee Armstrong. Motion passed 7-0.

Correspondence:

- Trustee Cataldo has sent out a thank you letter and flowers to the Kassers.

PUBLIC COMMENT:

- Liz Ryan (Reference Librarian) stated that she was happy that the Board of Trustees did not bow to any attempts of coercion or intimidation at recent meetings, and for that she applauds them. Instead, she was glad that the Trustees reiterated how DPL is not a place for censorship. She thanked the Board and Director for following library ethics and defending DPL’s values.

NEW BUSINESS:

- Board of Trustees Inbox on the DPL Website
 - Trustee Powers described the challenges with checking/receiving the trustee email. Trustee Greenberg suggested an auto-generated response for incoming emails. It could state that the message has been received and that it will be considered during the next Board of Trustees Meeting. If the person emailing needs immediate assistance, they should contact the Director who can alert the Board of Trustees. Director Stern and the Board agreed with this suggestion.
 - Trustee Powers proposed an update to the Board of Trustees portal, to ensure timely updates and current documents. She suggested a maintenance schedule and regular audit. Trustee Greenberg requested to add this to the next meeting’s agenda, and have someone with technical knowhow in attendance to lead the Board through the site.
- Juneteenth
 - Trustee Powers noted that June 19th is now a Federal Holiday and suggested the Board look into this. Erin Spencer (Town Council DPL Liaison) will check in with the Town Administrator and get back to the Board.
- Policy committee meeting – proposed changes to personnel policy (clarify sick leave calculation) and board bylaws (structure for public comment period)
 - Director Stern explained that the change defines what a “day” is for a part time employee working 20+ hours per week. Trustee Armstrong read the addition to Section B under the 7.6 Sick Leave: “To be equitable among part-time employees of this type, a “day” for the purposes of the sick day calculation shall equal ¼ of the employee’s average weekly scheduled hours.”

Motion to accept the amendment to the sick leave policy, to make sick leave more equitable for part time employees by Trustee Cataldo. Seconded by Trustee Greenberg. Motion passed 7-0.

- Trustee Armstrong addressed the updated board bylaws-Section 6: Conduct of Meetings. After group discussion, 6.3(b) now reads: “Speakers will have a maximum of three (3) minutes for their comments, and the Public Comment period will be a maximum of thirty (30) minutes unless extended by a majority vote by the Board.” 6.3 (d), now reads: “Board members will not question nor respond to the speakers except for the need to clarify the speaker’s intent.”

Motion to accept the amendment to the Board of Trustee Bylaws by Trustee Greenberg. Seconded by Trustee Ives. Motion passed 7-0.

- NHLTA Application deadline for 2021 award(s)
 - The Board discussed nominating DPL as NHLTA “Library of the Year.” The Board empowered Trustee Cataldo to submit the application to NHLTA, and to bring the document to the next Board meeting.

Motion to submit an application nominating DPL as “Library of the Year” to NHLTA by Trustee Cataldo. Seconded by Trustee Lindenberg. Motion passed 7-0.

- Discuss onboarding process of new trustees
 - Trustee Powers asked Trustee Lindenberg if she received the onboarding checklist and has access to all the materials. Trustee Lindenberg received the onboarding checklist and materials. Trustee Powers suggested to review the past two years of Board of Trustee minutes like she did when she started as a Board of Trustee member. Trustee Cataldo suggested adding the checklist to the trustee website.
- “P-Card” Discussion
 - Trustee Powers discussed how there are two Purchase Cards (“P-Cards”) for DPL, in the name of the Director and Part-Time Maintenance. P-Cards have certain financial controls, and the Town recently asked the Board to approve these expenses monthly. Upon review of expenses this month, Director Stern’s card was slightly over the \$5,000 limit. Trustee Powers stated that she considers this a control failure by the Town to allow the Director’s card limit to be increased without prior Trustee approval. Director Stern expressed that he felt it was his mistake, in not seeking further approval when the Town asked if the limit should be raised. Trustee Powers suggested the Board can update the Financial Policy to address a situation when the P-Card limits can be temporarily increased. Trustee Powers will email Mark Fleischer (Town CFO) re the P-Card financial controls, and circle back.
 - Erin Spencer (Town Council DPL Liaison) will follow up with the Town re the P-Card topic in general.
- Selection of officers and committee members (tabled from the last 2 meetings)
 - Trustee Cataldo nominated Trustee Greenberg for Chair. Trustee Greenberg accepted.
 - Trustee Powers reminded the Board that her and Trustee Greenberg’s term ends in 2022.
 - Trustee Cataldo would like to continue as Secretary.
 - Trustee Armstrong expressed an interest as Vice Chair.
 - Trustee Lindenberg will join the Finance Committee.
 - Trustee Armstrong and Trustee Cataldo will join the Strategic Planning Committee.

Motion for Trustee Greenberg to serve as Chair, Trustee Armstrong to serve as Vice Chair, Trustee Powers to serve as Treasurer, and Trustee Cataldo to serve as Secretary by Trustee Greenberg. Seconded by Trustee Marcotte. Motion passed 7-0.

OLD BUSINESS:

- Update on library services and hours in Stage 6 of Pandemic Service Plan
 - Director Stern addressed the unfortunately increasing Covid numbers, and suggested waiting a month to take up whether to reopen the Meeting Rooms and Study Rooms to outside groups.
- Other?
 - Trustee Powers requested that Director Stern speak with Taylor Library Director Jen Thielker, and ask that Taylor consider that future scheduled Board Meetings be on different dates from DPL’s Meetings.

Move to Non-Public Session: Trustee Greenberg made a motion to move to Non-Public Session per RSA 91-A:3,II (a). Seconded by Trustee Cataldo. Motion passed 7-0. Public Session reconvened at 9:17pm.

Pursuant to RSA-91-A:3,II(a), Trustee Greenberg made a motion to seal the non-public minutes. Seconded by Trustee Cataldo. Motion passed 7-0.

ADJOURNMENT:

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

- Meeting adjourned at 9:18pm.

Next meeting is Monday, August 16, 2021 at 6:30pm in Meeting Room B
Minutes respectfully submitted by Danielle Mullins, Recording Secretary