

**Derry Public Library
Board of Trustees Meeting Minutes
Meeting Room Side B
Monday, August 16, 2021**

Present: Elizabeth Greenberg (Chair), Rachael Armstrong (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Eric Stern (Director), Victoria Austin (Trustee Alternate).

Absent: Erin Spencer (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison)

Guest: Jen Khoury (Communications Coordinator)

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

PUBLIC SESSION:

Amendments to Agenda:

- Trustee Greenberg requested to table the discussion on the June 19th federal holiday discussion to a future Board meeting (NEW BUSINESS).
- Director Stern requested discussion for the Board to approve the promotion of two existing staff to fill a recent vacancy in the circulation department. (NEW BUSINESS). Trustee Cataldo will send a congratulations card to Dawn Mazur (for her full-time position) on behalf of the Board.

Acceptance of Minutes:

Motion to approve the July 19, 2021 public minutes by Trustee Greenberg. Seconded by Trustee Marcotte. Motion passed 6-0 (with Trustee Armstrong initially absent).

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - Trustee Powers commented how there is no update yet on the "P-Card" and will circle back with the Board once she connects with Mark Fleischer (Town CFO).
 - Trustee Powers provided an update on a free membership for one year through the United Libraries. The Board has the power to log in and see what is available on the NHLTA list serve.
 - General Fund FY21 (as of August 9, 2021) - expended 10.2% of the budget (1 month is 8.3% through the year with 91.7% remaining). This was predominantly because GMILCS annual dues were paid in July.
 - General Fund Surplus FY21-to be transferred to the capital reserve account in early August. FY21 hasn't closed yet.
 - Special Fund FY21 (as of August 9, 2021) – balance \$222,542.45.
 - Trustee Marcotte asked how the Special Fund FY21 balance is derived. Trustee Powers noted that the balance is due to the recent large donations (William Carlisle Estate and the Kassers).

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Director Stern discussed an update on the Town deciding not to proceed with the high bid (over \$120,000) received for the RFP on the mezzanine catwalks for access to the air handlers. The Town plans to reissue a RFP in the fall to get additional bidders, and a more reasonable quote.
 - Trustee Marcotte asked if Director Stern has applied for mileage reimbursement. Director Stern noted that he has not, as he views it as a way he can give back to DPL, however he encourages his staff to apply for mileage reimbursement.

- Director Stern reported on a potential ARPA grant application for digitization equipment. DPL and Taylor may collaborate on a grant application to facilitate digitization of their historical collections.
- Trustee Marcotte commented on the two new bike racks that will soon be outside DPL.
- Trustee Cataldo commented how nice Jen Khoury's graph was reflecting the visitor data for the library's website.
- Trustee Greenberg praised DPL Staff for all their hard work and especially the Children's Room for a successful end of the summer reading program celebration.
- Victoria Austin mentioned that she was caught off guard when seeing DPL Staff wearing masks again. Trustee Greenberg commented how the Board empowered Director Stern to make the decision to protect the DPL Staff by wearing masks. Director Stern noted that the library followed CDC guidance to re-mask the staff indoors when our area showed "substantial" Covid transmission. When the seven-day average positivity rate drops below 3%, DPL Staff can return to being unmasked indoors. Director Stern noted that the staff has recently seen an increase in DPL patrons wearing masks, even though patrons have not been asked to re-mask.

Gifts:

- \$169.28 from Hannaford Donation Kiosk-July.
- \$200 from New Hampshire Humanities Council Inc.
- Trustee Powers noted that Derry residents may have eligible employers (like her employer) to match a donation to DPL. Jen Khoury will post to the public for consideration and also research the potential of using "Amazon smile" for the library.
- Trustee Cataldo will be sending out a thank you note for the Hannaford Donation Kiosk-July donated gift.

Motion to accept all donations by Trustee Cataldo. Seconded by Trustee Greenberg. Motion passed 7-0.

Announcements:

- Director Stern shared how a certain Trustee will be having a special birthday coming up soon and therefore sang a fun birthday song ("When I'm 64... plus 6") to the Trustee in honor of the occasion.

NEW BUSINESS:

- Director Stern reported that Julie Gilchrest reached out to existing DPL staff and capable substitutes to see if there was interest in increasing hours, or taking on regular hours, to replace the soon-to-be-vacant LA1 position in Circulation. Two able staff members have stepped forward, and would like to take the additional hours/responsibilities. Director Stern proposes increasing hours for Patrick Arnold and transitioning long-term substitute Laura Desjardins from a substitute to a part-time position. Both Patrick and Laura would now be working 20.375 hours per week, on average.

Motion to approve increased hours for Patrick Arnold (LA1-Step 2, \$16.90) and to promote Laura Desjardins (LA1-Step 1, \$16.41) from substitute to permanent part-time staff by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 7-0.

- "Walk-thru" of trustee website by Communications Coordinator, Jen Khoury
 - Jen Khoury spoke for approximately 30 minutes on a presentation of the updated DPL Trustee website. She welcomed the Board's requests for edit updates. The Board shared positive feedback and made a few requests to update on the newly revised website.
- Update on the usage of the new DPL Patio
 - Director Stern stated how successful the meetings and programs have been out on the new patio over the summertime and shared positive statistics. Director Stern would like to address additional story time hours in the fall due to the high-demand.

OLD BUSINESS:

- Covid-19 update – library services & hours in Stage 6 of Pandemic Service Plan
 - Director Stern displayed a graph to the Board of current state Covid-19 cases, and noted 49 active cases in Derry right now. On Wednesday, August 4, DPL re-instituted staff mask wearing due to the CDC’s recommendation for areas experiencing “substantial” spread of Covid, to keep staff healthy.
 - Trustee Powers noted her concern over the transmissibility of the Delta variant, even among vaccinated people. Trustee Armstrong shared in this concern.
- Trustee Cataldo discussed submission for the NHLTA “Library of the Year” award. No news yet, but she will let the Board know if she receives any update(s).

ADJOURNMENT:

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

- Meeting adjourned at 8:06pm.

Next meeting is Monday, September 20, 2021 at 6:30pm in Meeting Room B.

Minutes respectfully submitted by Danielle Mullins, Recording Secretary