

**Derry Public Library
Board of Trustees Meeting Minutes
Café Area & Remotely Via Zoom
Monday, August 17, 2020**

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

Absent: Elizabeth Greenberg (Vice Chair), Richard Tripp (Town Council DPL Liaison)

Guest: Dr. Sarah Taylor (SAU Liaison)

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

Acceptance of Minutes:

Motion to approve the July 13, 2020 public minutes as amended by Trustee Mari. Seconded by Trustee Ives. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Ives. Motion passed 6-0.

- Trustee Mari requested at the next board meeting to add on the Agenda for approval the Acceptance of Non-Public minutes for July 13, 2020.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - General Fund FY20 (as of August 11, 2020) – Total Budget Expended- \$1,287,865.38, year-end surplus \$63,505.62. \$4,965.10 of expense was eligible for reimbursement due to COVID-19.
 - Special Fund FY20 (as of August 11, 2020) – \$122,838. Will be working with Director Stern and Assistant Director Brown to prepare FY21 Special Fund Budget for the next board meeting.
 - Trustee Powers requested Director Stern to determine the amount currently in capital reserve.
 - Trustee Powers requested Director Stern to investigate how the special fund can be expended.
 - General Fund FY21 – Expended- \$117,660.34 (8.1% of the budget-1 month is 8.3% through the year with 91.7% remaining)
 - Special Fund FY21 – YTD Actual balance \$130,317.81.
 - Trustee Cataldo will join the finance committee as a third member. Trustee Powers will coordinate a meeting of the finance committee prior to next month's regular meeting.
 - P-Card Expenditures – Trustee Powers will approve this month's expenditures by Thursday, August 20. As the town has requested additional financial controls for the P-Card, the finance committee will meet prior to next month's regular meeting to provide recommendations on the P-Card approval process, as well as which staff members should have access to a P-Card.

Director's Report:

- Director Stern presented the Director's Report which was accepted by the Board.
 - Moving an item forward on the agenda from old business, Director Stern introduced Dr. Sarah Taylor, new SAU Liaison to the DPL Board of Trustees. Dr. Taylor shared her excitement in joining the Board, and discussed her role as the Literacy Coordinator for Derry. Director Stern will follow up with Dr. Taylor re issuing library cards to Derry students.

Motion to formally approve Dr. Sarah Taylor as the new SAU Liaison to the DPL Board of Trustees by Trustee Marcotte. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Ives. Motion passed 6-0.

- Trustee Mari commended the DPL Staff for their great work during these challenging COVID-19 times.

- Director Stern paused to remember 2 members of the DPL family who recently passed away. Cheryl Lynch, former director, and Tina Hitchcock, a devoted DPL Patron.
- Director Stern requested approval to temporarily modify the substitute job descriptions to cover the basic COVID-19 daily cleaning duties that Mike (Head Custodian) undertakes, while he is on leave.

Motion to update substitute job duties to include COVID-19 cleaning as necessary, effective immediately, by Trustee Mari. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Ives. Motion passed 6-0.

Gifts:

- Donation from Midgard Comics & Games – their entire inventory of brand new comic book trade paperbacks and hardcovers, with a retail price of over \$24,000. Director Stern and Trustee Cataldo will send thank you cards for this extremely generous donation.

NEW BUSINESS:

- Discussion of ongoing and proposed building projects/priorities, as impacted by COVID-19
 - Director Stern shared that Thermo Dynamics will still need to install two new pumps. Issue will be addressed from now until the next board meeting.
 - Alliance Mechanicals work has been on pause due to a pre-existing problem found with the bathroom roof vents. Lombard Electric and Ethical Home Pro are coordinating the replacement and repair of these fans to ensure they are functioning correctly, then Alliance Mechanicals can complete their work on the heating/cooling system.
 - A scissor lift would alleviate reoccurring DPL issues with servicing areas of the library. Trustee Marcotte asked if DPL can borrow a scissor lift from the school district instead of purchasing one. Director Stern explained that it is a possibility to borrow the school lift if it is available instead of purchasing a new one. Trustee Mari commented that Director Stern can get air handler estimates to service the library high ceilings and does not need board approval if the cost is below 5K.
 - Trustee Powers requested a comprehensive view and how much is in the capital reserve fund to expend the money in the special funds account. Trustee Mari is in agreement of this request to prioritize.
 - Circulation Desk – though budgeted for FY21, given the new realities of COVID-19, these funds should be shifted into other building projects.
 - Exterior patio – a project to enable patrons to have a library-controlled seating area outside the library building, located alongside the children’s room on MacGregor Park. Trustees agreed that this is something worth prioritizing, particularly given the changed realities of COVID-19.
- Proposed DerryCAM collaboration
 - Director Stern requested approval to pursue a collaboration with DerryCAM to upgrade video production technology and broadcast capabilities from the library meeting rooms. The Board expressed strong approval of this collaboration.

Motion to move forward on the collaboration with DerryCAM by Trustee Ives. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Ives. Motion passed 6-0.

- Circulation policies: new metal detector lending policy; updated telescope and ukulele lending policies
 - Director Stern discussed proposed Circulation Policy changes, adding reference to the new metal detector, as well as updated 3-week loan periods for the telescope and ukulele.

Motion to adopt the amended circulation policy by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Trustee Ives, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Mari. Motion passed 5-0.

- Submitted NHTLA application re: library of the year

- Trustee Mari on behalf of the board congratulated Trustee Cataldo for submitting the NHTLA application. Trustee Cataldo shared that hopefully before the next board meeting there will be an announcement from NHTLA for the library of the year.

OLD BUSINESS:

- Construction Documents for steps/ramp/walk-quote from Harriman
 - Trustees discussed the smaller quote from Harriman for providing construction-ready plans for the steps, ramp and walkway. Director Stern will meet with other firms to seek alternative quotes. If these quotes exceed \$5k, Director Stern will seek approval at a future meeting to proceed.
 - Per correspondence from the town, it is unlikely that this project will be funded as had been planned for FY21. Director Stern will be discussing options with the town regarding funding the project.
- Discussion re: library services and hours in Pandemic Service Plan stage 5
 - Director Stern stated that DPL remains open for 1-hour appointments in adult/teen, children's, and for public access computers. Curbside pickup remains extremely popular. Outdoor programming has also begun in small doses. Discussions have begun among staff regarding opening the library with restrictions, but without the need for appointments. There is concern regarding a potential spike in COVID-19 cases after school resumes at the end of August.
 - Trustee Marcotte requested that the library send out an email blast re current DPL services to patrons.
 - The Board expressed their support re the current level of services and hours offered by DPL, emphasizing caution as the start of school approaches.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Trustee Ives, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Mari. Motion passed 5-0.

- Meeting adjourned at 8:20pm.

Next meeting is Monday, September 21, 2020 at 6:30pm in the Café Area & Remotely via Zoom

Minutes respectfully submitted by Danielle Mullins, Recording Secretary