

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, September 20, 2021

Present: Elizabeth Greenberg (Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Erin Spencer (Town Council DPL Liaison), Eric Stern (Director).

Absent: Rachael Armstrong; Dr. Sarah Taylor (SAU Liaison)

Guests: Meryle Zusman; Victoria Austin

Meeting was called to order at 6:30pm by Trustee Greenberg.

PUBLIC SESSION:

Amendments to Agenda:

- Trustee Greenberg requested to discuss Juneteenth under new business, but due to time constraints it was decided that this will be tabled to a future board meeting (NEW BUSINESS).
- Trustee Greenberg requested to discuss publicity for DPL as NHLTA Library of the Year (Correspondence)
- Trustee Marcotte requested to discuss the recent fiscal review at Town Hall (NEW BUSINESS)

Acceptance of Minutes:

*Motion to approve the August 16, 2021 public minutes by Trustee Cataldo. Seconded by Trustee Powers.
Motion passed 6-0.*

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - Trustee Powers mentioned that the town's annual audit is occurring now and that the report will issue by 11/1/21. Trustee Powers will prepare the final FY21 report with final numbers to submit to the Board once the annual audit report is complete.
 - Trustee Powers provided a Capital Reserve Balance update as of August 31, 2021: \$163,156.84.
 - General Fund FY21 (as of September 1, 2021) - expended 17.2% of the budget (2 months is 16.7% through the year with 83.3% remaining).
 - Special Fund FY21 (as of September 1, 2021) – balance \$224,045.40.
 - Encumbered \$17,795 for a PO from DLB Paving for the DPL Front Walkway Construction (this was one of the items the Kasser donation funded). Additionally, \$50,000 of the Kasser donation was for a digital sign.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Director Stern shared the unfortunate news that Jen Khoury's husband had a medical emergency. The Board will send a card in support to Jen Khoury. Director Stern said that there is an existing mechanism for donating sick time to employees who may have to take additional time off. Some DPL Staff are interested in donating sick leave to Jen, without the need for Jen to expend all of her vacation time, after her sick leave has been used up. The trustees agreed that staff should be able to do this. Trustee Alternate Austin suggested a meal train for Jen Khoury. Director Stern said that this is a good idea to consider once Jen returns from Boston.
 - Trustee Greenberg commented on the potential for a new floor to be constructed above the nonfiction and teen areas, to solve the HVAC access issue, and lauded the creative thinking that led to this idea. A new air handler could be located in a room above the nonfiction stacks, and other rooms

could also be created, such as additional study or meeting rooms. The trustees felt that this should be considered as part of the long-term plan, and Director Stern agreed.

- Trustee Ives asked when the online programming about Mary Anne MacGregor takes place. Trustee Greenberg shared it will be September 29, 2021.
- The Board will send a card to Natasha Bairamova (Part Time Reference Librarian) re: her farewell from DPL to relocate to Sweden.
- The Board complimented Jen Khoury's work on the Covid chart that appeared in the report.

Correspondence:

- NHLTA: Derry Public Library is the New Hampshire Library Trustees Association's Library of the Year for 2021! Trustee Cataldo shared that the award will be presented on October 5, 2021 at 3pm. Town Council DPL Liaison Spencer will share the exciting news with the Town Council. For publicity, Director Stern will reach out to local media including the Union Leader, Derry News, Nutfield News, WMUR and NH Public Radio. The Trustees have agreed to provide lunch for the staff on 10/5, and delegated arrangements to Director Stern.

Announcements:

- Director Stern expressed his gratitude to Trustee Lindenberg for donating 4,000 face masks to DPL.

PUBLIC COMMENT

- Trustee Alternate Austin got a congratulations baby card for the Board to sign for Trustee Armstrong's new baby, Patrick Gabriel. Trustee Cataldo shared that a card was sent already.

NEW BUSINESS:

- Review minutes and recommendations from Personnel Committee meeting on 9/9, and vote on any matters needing full board approval.
 - A new part-time technical services assistant position for 12 hours at \$13.13/hour.

Motion to add a Technical Services Assistant position as noted in the job description at 12 hours/week with starting pay of \$13,13/hr. by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 6-0.

- Director Stern discussed how he recommends Eve Hodgdon, a temporary summer page, to be a regular part-time staff member.

Motion to make Eve Hodgdon a regular part-time staff member by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 6-0.

- Director Stern recommended that Theresa (aka Terri) Stallings be hired for the Children's LIB1 position, and that Karen Kilgore be hired as a LA-1 substitute (children's).

Motion to hire Terri Stallings at a starting rate of \$19.86/hour for 25 hours/week for Children's LIB1 position and Karen Kilgore as a LA-1 substitute (children's) position at \$15.12/hour by Trustee Greenberg. Seconded by Trustee Ives. Motion passed 6-0.

- Director Stern noted that Susan Brown posted a part-time reference position for 25 hours/week, to replace current staff member Natasha Bairamova, who will be relocating to Sweden.
- Director Stern stated that Alexandra Osterhoudt (LIB1 Circulation) has been doing an outstanding job, and he recommends that she receive a step cost of living increase at her 6-month anniversary of hire, to be effective 10/6/21.

Motion to provide a step up in pay for Alexandra Osterhoudt from \$20.46 to \$21.07 for LIB1 effective 10/6/21 by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 6-0.

- Report on 9/15 Planning Board Meeting & requested waiver of RFP for Digital Sign Installation.
 - Director Stern shared how the meeting with the Planning Board went exceptionally well, and that the Board approved the location of the digital message center without any requested alterations. Guest and Trustee Alternate Meryle Zusman discussed the lengthy process of receiving quotes, which had been going on for many years. She discussed the quotes that were obtained in 2018, and noted that at the time, and still today, the proposal from SignsNow for a Watchfire digital message center was clearly the best option. The current quote for the Watchfire digital sign is actually for a better sign than was available in 2018, and for less cost.

Motion to waive the RFP requirement to obtain additional bids for a digital sign installation made by Trustee Cataldo. Seconded by Trustee Ives. Motion passed 6-0.

Motion to accept the proposal from SignsNow NH at Hammar Plaza in the amount of \$49,972 by Trustee Cataldo. Seconded by Trustee Ives. Motion passed 6-0.

- Fiscal review at Town Hall
 - Trustee Marcotte discussed the fiscal review months of June and July regarding a purchased item over \$5,000 re: HVAC. Trustee Lindenberg asked if for a period of time whether the Town was paying for the HVAC. Trustee Powers discussed as part of the Capital Improvements Plan how the Town would cover certain things which included the HVAC system. The invoice in question was May 26, 2021 for \$8,038 (ENE Systems).
 - Director Stern will look into the May 26, 2021 invoice and report back to the Board.
 - Trustee Powers thanked Trustee Marcotte and Trustee Lindenberg for conducting the fiscal review.

OLD BUSINESS:

- The Friends of the Derry Libraries book sale room
 - Director Stern and Trustee Marcotte noted that if the Friends of the Derry Libraries decide to become volunteers, full fingerprinting probably shouldn't be necessary for members who work in the book sale room. A NH-only background check should still be required. Trustee Greenberg suggested the Policy Committee research the background check policy for volunteers and part-time staff, and report back to the Board at a future meeting.
- Covid-19 Update – discussion of ongoing protocols & procedures
 - Director Stern noted that there have not been many changes since the last board meeting. More patrons have been masking due to increased Covid numbers. There have been no changes in hours, nor in study room or meeting room usage. People continue to use the patio regularly. Trustee Marcotte asked if there may be an option for patrons to have their books held behind the desk, and not wrapped and placed in the lobby. Director Stern stated that this was an option for patrons, but that he would look into how to advertise this to them. Trustee Marcotte asked if study rooms could be opened to the public, and Director Stern said that he would look into getting access to a study room or rooms when staff are not using them for breaks.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0.

- Meeting adjourned at 8:11pm.

Next meeting is Monday, October 18, 2021 at 6:30pm in Meeting Room B.
Minutes respectfully submitted by Danielle Mullins, Recording Secretary