

**Derry Public Library
Board of Trustees Meeting Minutes
Remotely Via Zoom
Monday, September 21, 2020**

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

Absent: Dr. Sarah Taylor (SAU Liaison)

Guest: Dorianne Haverty (Trustee Alternate)

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

Acceptance of Minutes:

- Trustee Marcotte noted changes to the August 17, 2020 Board of Trustees Meeting Minutes reflecting the absences of Trustee Greenberg for the entire meeting and Trustee Powers for the end of the meeting.

Motion to approve the August 17, 2020 public minutes as amended by Trustee Ives. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Ives, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Marcotte. Motion passed 6-0-1 with Trustee Greenberg abstaining.

Motion to approve the July 13, 2020 nonpublic minutes as amended by Trustee Marcotte. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Mari, Y Trustee Greenberg. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - General Fund FY21 (as of September 9, 2020) – Total Budget Expended- 16.8% of the budget (2 months is 16.7% through the year with 83.3% remaining).
 - General Funds Material Budget-YE Fund Balance \$79,317.
 - Trustee Cataldo noted "FY20" to be renamed to "FY21" on page 1. Trustee Powers will update.
 - Professional Services-Annually some subscriptions are paid in July, including GMILCS.
 - General Funds Adjustment Proposed-Other Comp-Health Ins. Buyout and Group Ins.-Health lines reflect Director Stern's health insurance selection and to reflect actual annual premiums for FY21. "Balance" to be added to HVAC line.

Move to accept the budget as revised by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Mari, Y Trustee Greenberg. Motion passed 7-0.

- Trustee Powers requested Director Stern notify her once Mark Fleischer, Town CFO, has been informed about the requested budget reclassifications.
- Special Fund FY21 (as of September 9, 2020)-YTD Actual Balance \$130,322.12.
- Capital Reserve Fund Balance (as of July 31, 2020)-\$10,542.37 (expected CRF contribution by September 1, 2020-\$63,506). Expected total after transfer \$74,048.37.
- Proposed to budget for- 47.05% of 2019 Actuals, 53.24% of what was budgeted for FY20. Trustee Powers shares she is hopeful to do half of a normal year for this Revenue Budget for Special Funds.
- General Funds Material Budget-YE Fund Balance \$79,317.

Motion to accept the FY21 Special Funds Budget as proposed by Trustee Mari. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Greenberg, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Cataldo, Y Trustee Marcotte. Motion passed 7-0.

- Trustee Mari thanked Trustee Powers and the Finance Committee for their hard work.

Director's Report:

- Director Stern presented the Director's Report which was accepted by the Board.
 - T-Shirt order due to Director Stern via email by Friday, September 24, 2020 for the 2021 Summer Reads Program requested by Ray Fontaine (Head of Children's Services).
 - Trustee Ives commented how terrific the Environmental Metrics Report is for 2020, how fun the Director's Report is to read, as well as how interesting the use of the ancestry database is.
 - Trustee Marcotte asked about the Derry Net Zero Energy Committee. Director Stern noted that they had reached out regarding solar panels, and that he values their continued input and engagement. Trustee Marcotte noted that they had approached DPL before, but the trustees were not in favor of installing solar panels on the roof due to its history of repairs and leaking.

Gifts:

- Thank you card to the Board of Trustees from formerly retired DPL employee, Kathy Musto, regarding her very thoughtful retirement gift.

NEW BUSINESS:

- Finance Committee Report
 - Review and approve updated draft of financial policy-Trustee Powers discussed the updates since the last revision 3 years ago which include new P-Card language, a new square cash drawer, and the financial policies and procedures for the Administrative Assistant. Trustee Greenberg commented how clear and the changes were. Trustee Ives also commented how very helpful for reading it was. Trustee Mari thanked the Finance Committee again.

Motion to accept the revisions for the Financial Policy by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Mari, Y Trustee Greenberg. Motion passed 7-0.

- Review updated priority list of revenue & capital improvement projects-Director Stern discussed the Special Revenue Projects List Proposed Updates 9/2020. Top three highest prioritized projects are the patio outside the Children's room window (landscaping & patio construction), replacing the window in Children's with a door to access the patio, and the 19' working-height scissor lift to facilitate recurring maintenance and repairs. Trustee Marcotte questioned the need for the library to purchase a scissor lift when borrowing or renting one is possible and also questioned where such a large piece of equipment would be stored. Director Stern has inquired with the SAU regarding borrowing their scissor lift, but coordinating that has proven challenging. Trustee Mari requested Director Stern to post the Special Revenue Projects List Proposed Updates 9/2020 on the Board of Trustees website.
- Covid-19 updates
 - Review & approve updated drafts of Pandemic Policy and Pandemic Service Plan-Director Stern discussed the major change for the Pandemic Policy involves when DPL has to close if someone were to test positive or was exposed to someone who tested positive, contact tracing guidelines, and patrons complying with rules and regulations in place. The Pandemic Service Plan updates pertain to the minimum age a child is to wear a mask, condensed language when and when not DPL staff should be wearing masks, and capacity numbers in Stage 6 language. The Board discussed at-length the mask wearing age. Alternate Trustee Dorianne Haverty asked if anyone has researched the age requirement for children at local daycares. Director Stern shared his poll of DPL Staff on what age children should wear masks. Trustee Armstrong shared that Taylor Library is Age 2 and up. Trustee

Greenberg suggested a compromise of Age 3 to request to wear a mask and not make young families feel unwelcomed. Trustee Powers discussed the updated language relating to staff mask wearing. Director Stern addressed that if one has a medical reason not to wear a mask that is understandable, and the updated language is aimed at clarifying, and eliminating ambiguity re staff mask wearing.

Motion to accept the plan, as amended to use age 3 as the required age for mask wearing, by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Mari, Y Trustee Mari. Motion passed 7-0.

Motion to adopt the updates to the Pandemic Policy by Trustee Mari. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Mari, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Powers, Y Trustee Greenberg, Y Trustee Marcotte. Motion passed 7-0.

OLD BUSINESS:

- Construction Documents for steps/ramp/walk
 - Director Stern discussed the second quote is \$3,000 above Harriman's prior quote. Not at the stage to move forward yet. Best quote so far is \$8,750. Director Stern had a third local firm note that the job was not large enough for them to bid. Director Stern will make an effort to get a third estimate for construction documents for the steps/ramp/walk project.
 - The Board tabled the discussion on this until the October meeting.
- Discuss library services and hours in Stage 5 of Pandemic Service Plan, and next steps
 - Director Stern asked for the Board's direction on whether the library should open in the afternoons, without the need for appointments. He stated that many on staff are in favor of doing this, and that the tentative plan would be to keep appointments in the morning, but to open 1:30-4:30 in the afternoons, with reduced occupancy numbers, without appointments.
 - The Board expressed unanimous support in favor of opening the library more, without the need for appointments.
 - Trustee Marcotte suggested that the Board meet in-person for future Board meetings. Several on the Board expressed how they preferred to delay holding in-person meetings until the threat of Covid-19 passes.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Greenberg, Y Trustee Powers. Motion passed 7-0.

- Meeting adjourned at 8:14pm.

Next meeting is Monday, October 19, 2020 at 6:30pm, Remotely via Zoom
Minutes respectfully submitted by Danielle Mullins, Recording Secretary