

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, August 19, 2024

Present: Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Susan Brown (Acting Director), Kathleen Kenny (Director)

Absent: Margaret Ives, Meryle Zusman (Trustee Alternate), Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison), Lisa Carvalho (Recording Secretary)

The meeting was called to order at 6:33 p.m. by Trustee Armstrong.

PUBLIC SESSION

Amendments to Agenda:

Trustee Powers requested to add a discussion of moving surplus General Fund balance to the Capital Reserve Fund to Old Business.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting, held on July 15, 2024, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Motion to accept the Minutes of the Non-Public session of the Board of Trustees meeting, held on July 15, 2024, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Motion to accept the minutes of the Non-Public session, held on July 17, 2024, by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 6-0.

Treasurer Report:

There was no formal Treasurer Report this month as Trustee Powers is passing on her former duties.

Trustee Powers noted that the library is one month into FY2024 and that there is nothing of concern related to expenditures.

(Other comments are under Old Business.)

Acting Director and Staff Reports:

Acting Director Brown clarified the work that was necessary for updating the door locks, whose internal mechanisms and thumb bolts had deteriorated over time.

Acting Director Brown mentioned that repairs should be made before winter, to address the leaks and overhang issues regarding the children's level entrance. Contact was made in February with the current repair company, but contact needs to be made again by Director Kenny. If that company is not available to address the issues, then Director Kenny will ask the Town for more responsive repair company recommendations.

Alan Brunson has been engaged to build a box for the library's e-bikes. The police department will set up a training session for library staff in the Municipal parking lot. Acting Director Brown hopes to have the e-bikes on display for DerryFest in September.

Gifts and Unanticipated Revenues:

- Motion to accept the Workers Comp amount of \$5260.89 offset to wages, by Trustee Armstrong, and seconded by Trustee Cataldo. Motion passed 6-0.
- Motion to accept Additional Primex Insurance Claims of \$6000 offset to legal costs, by Trustee Armstrong, and seconded by Trustee Lindenberg. Motion passed 6-0.
- Motion to accept Legal Refund of \$7,498.20 to offset legal costs, by Trustee Armstrong, and seconded by Trustee Cataldo. Motion passed 6-0.
- Motion to accept Book purchase refund of \$737.77 offset to Materials, by Trustee Armstrong, and seconded by Trustee Lindenberg. Motion passed 6-0.
- Motion to accept Electricity rebates \$637.60 off set to Electricity, by Trustee Armstrong, and seconded by Trustee Marcotte. Motion passed 6-0.

Trustee Marcotte asked for an explanation for the Workers Comp amount. Acting Director Brown clarified that it pertained to a staff member who had recently been absent due to an injury. The Electricity rebates are due to an agreement between the Town and electricity/gas providers.

All unrestricted monetary gifts and unanticipated revenues listed above to be applied to the FY2024 budget.

The following unrestricted monetary gifts and unanticipated revenues will be applied to the FY2025 budget.

- Motion to accept the Workers Comp & Disability amount of \$111.93, by Trustee Powers, and seconded by Trustee Armstrong. Motion passed 6-0.
- Motion to accept the Electricity rebate of \$167.20, by Trustee Powers, and seconded by Trustee Armstrong. Motion passed 6-0.

- Motion to accept the \$1000 gift from a patron for the purpose of buying Large Print books, by Trustee Powers, and seconded by Trustee Cataldo. Motion passed 6-0.

Acting Director Brown requested that the following verbiage be used for this and future meetings:

“Motion to accept any and all unrestricted monetary gifts and unanticipated revenues received between the last Board of Trustees meeting and this meeting.”

Motion to use this language going forward by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.

Correspondence:

No new correspondence.

Trustee Cataldo will send a Thank-you card to the Patron who gifted the library with the \$1000 donation.

Trustee Cataldo will send a Condolence card to Lisa Carvalho for her family's loss.

Announcements:

Trustee Armstrong welcomed Kathleen Kenny, the new Derry Public Library Director.

Public Comment:

There was no public comment.

NEW BUSINESS:

- Officers:
Since Trustee Powers will not be running for Trustee next term, she is stepping down from the position of Board Treasurer. After much discussion, Trustee Lindenberg and Trustee Marcotte agreed to be Co-Treasurers with Trustee Powers' initial guidance.
The other officers have remained the same: Trustee Armstrong (Chair), Trustee Greenberg (Co-Chair), and Trustee Cataldo (Secretary). Motion to accept office holders made by Trustee Armstrong, and seconded by Trustee Greenberg. Motion passed 6-0.

It was suggested that Board members try to solicit people with accounting experience to run for DPL Board of Trustees in the next March election with the intent of them taking on the position of Board Treasurer.

- Committees:
Finance Committee: Trustees Lindenberg, Marcotte, and Powers

Policy Committee: Trustees Armstrong, Cataldo, and Ives
Personnel Committee: Trustees Greenberg, Marcotte, and Ives
Strategic Planning Committee: Trustees Armstrong, Cataldo, and Ives

- P-Card approvals:

P-Cards are used by the Director and by the custodian. We need to close out the one currently issued to Acting Director Brown, and set up a new one for Director Kenny with the Town. The Board treasurer needs to approve P-cards every month before payment is submitted.

The task of hiring a part-time administrative assistant with bookkeeping skills to help with financial spreadsheets was brought up. Acting Director Brown and Director Kenny have reviewed that job description and will be updating it for the Personnel Committee to approve.

OLD BUSINESS:

- Budget Updates:

Trustee Powers made the motion to move any surplus FY2024 General Fund balance (expected to be approximately \$1500) to the Capital Reserve Fund after all unanticipated revenues are applied. Seconded by Trustee Armstrong. Motion passes 6-0.

Trustee Powers noted that even with unexpected legal costs and the cost of building a closet under the stairs, the Special Funds balance increased by about \$1000 from last year. The balance of the Special Funds account remains at approximately \$200,000. She also referred to Acting Director Brown's report that the Capital Reserve Fund balance is approximately \$176,000.

Trustee Powers discussed a question raised last month about the higher than expected Fine Account balance. It was attributed primarily to the increase in interest rates in our favor, and amounted to about \$600 per month. Trustee Marcotte recommended that we include the interest rate in future budget calculations. Trustee Powers recommended that the Fine Account interest be reclassified or relabeled to be more visible.

Trustee Powers showed statements from Munis that could be used and summarized for future Treasurer reports.

Trustee Powers noted that it is too early to close out FY2024 due to the annual audit that has yet to be done.

- Building Updates

The building update issues were addressed during the discussion of the Acting Director report.

Director Kenny passed around her delicious chocolate chip zucchini bread, and Trustee Greenberg offered any Board support she may need.

ADJOURNMENT:

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

Meeting adjourned at 7:48 p.m.

Next meeting is Monday, September 16, 2024 at 6:30 p.m. in Meeting Room Side A.

Minutes respectfully submitted by Monica Cataldo, Board Secretary