

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, July 15, 2024**

**Present:** Rachael Armstrong (Chair), \*Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), \*Pete Marcotte, Lorraine Lindenberg, Meryle Zusman (Trustee Alternate), Susan Brown (Acting Director), Lisa Carvalho (Recording Secretary)

**Absent:** Margaret Ives, Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

\*Denotes virtual attendance.

The Meeting was called to order at 6:33 by Trustee Armstrong.

**PUBLIC SESSION:**

**Amendments to Agenda:**

- Trustee Cataldo added NHTLA Conference notes to New Business.
- Trustee Powers suggested moving Discuss Director recruitment to the last item on the agenda in a Non-Public session.

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting, held on June 17, 2024, as amended, by Trustee Armstrong. Seconded by Trustee Lindenberg.*

*Roll Call Vote: Zusman, Powers, Cataldo, Armstrong, Lindenberg, Marcotte vote Yes. Greenberg abstained. The motion passed.*

**Treasurer's Report:**

- Trustee Powers stated that June 30, 2024, was the close of our fiscal year. Trustee Lindenberg asked if all reimbursements have been received to which Trustee Powers responded that all three have been received. Trustee Alternate Zusman inquired about the Fines line in the Special Fund regarding Budgeted vs Actual, with the Actual being \$8,196.30 over the Budgeted. Trustee Powers explained that in the past, the Actual has been closer to \$20,000.00. The Budget line was decreased to \$3,500.00 for FY24 as the Fines policy was changed to remove fines in September of 2024. Trustee Powers stated that the Special Fund budget for FY25 has not yet been completed.
- Trustee Powers stated that as this report was run on July 2, all FY24 expenditures are not yet accounted for. Spending on Utilities up to July 15, 2024, is counted in the FY24 budget. Acting Director Brown stated that she is in communication with the Town regarding budget reclassifications to close out the fiscal year. The capital funds transfer to pay for the replacement chiller has not happened yet. Acting Director Brown will review the past meeting minutes of FY24 to clarify that all unanticipated revenues were accepted by the Board. Then the Board can identify and reclassify specific line items. This topic will be included on the August 19, 2024 BOT meeting agenda.

- Trustee Powers stated that FY24 will not close officially until approximately October 2024. During this time, she will receive and review the reports, but will suspend her Treasurer's Report, except for some notes, until the audit is completed.

**Acting Director's and Staff Reports:**

- Acting Director Brown noted the FY24 statistics in the Board packets. Many numbers are back up to pre-covid statistics. Public computer use has not bounced back. The charts show comparisons with other libraries in GMILCS. There is positive change in all areas, and we are a heavy contributor to the consortium. While we often focus on the circulation numbers, the door count is tied to our programming. We had so much great programming, even with remote programs, that we continued with post-covid. Trustee Cataldo asked if the numbers of patrons that do not pick up their requested items is tracked. Acting Director Brown replied that the number is, but not the individual patrons due to privacy protections.
- Trustee Lindenberg asked if there is a timeline for the completion of the trailer for the ebike. Acting Director Brown responded that there is not a solid completion time. The trailer project is being done by the NEXT Charter school and they are currently on summer recess. The DPL is reviewing other options. The first is to wait for the Fall, as noted in the Staff Report. The second is to approach a local woodworker to build the trailer. The ebikes can still be used at farmer's market and Hood Park story time, without a trailer.

**Gifts:**

*Motion to accept any and all unrestricted monetary gifts and revenues received between the last Board of Trustees meeting and this meeting by Trustee Powers. Seconded by Trustee Armstrong.  
Roll Call Vote: Zusman, Powers, Cataldo, Armstrong, Lindenberg, Marcotte, Greenberg vote Yes. The motion passed.*

**Correspondence:**

Trustee Cataldo sent a Thank You card to the Derry Medical Center Charitable Foundation for their donation last month.

Trustee Cataldo read a Thank You card from the Derry Garden Club to DPL for promoting their programs and annual plant sale.

**Announcements:**

There were no Announcements.

**Public Comment**

James Dietzel, Town of Derry Zoning Board Alternate, was recognized. After some discussion, Mr. Dietzel commented that he is against banning any books, leaving the decision on whether to read them to the individual patron. Trustee Armstrong reviewed the policy of book challenges. This information is available on the library website.

**NEW BUSINESS:**

NHTLA Conference notes: Trustee Cataldo reported that the materials from the recent conference for the Managing Your Library Trust Fund workshop and the Intellectual Freedom workshop have not yet been posted on the NHTLA website. The 10 other workshops' materials have been posted on the website. [New Hampshire Library Trustees Association \(nhtla.org\)](http://nhtla.org).

**OLD BUSINESS:**

Discuss Building Updates: Acting Director Brown stated that the HVAC system underwent preventative maintenance on July 3, 2024. This led to a cascade of issues, that have been addressed, and the system is now in working order. The senior staff is currently learning more about the software that runs the HVAC system. The bay window above the Children's Room entrance is leaking, and the overhang has peeling paint. We are communicating with a company regarding this.

Trustee Powers read aloud RSA 91-A:3, II (b): "Only the following matters shall be considered in or acted upon in non-public session: The hiring of any person as a public employee."

*Motion to enter Non-Public Session by Trustee Powers. Seconded by Trustee Armstrong.*

*Roll Call Vote: Zusman, Powers, Cataldo, Armstrong, Lindenberg, Marcotte, Greenberg vote Yes. Motion passed.*

**NON-PUBLIC SESSION:**

Acting Director Susan Brown was invited to join the beginning of the meeting in order to share new information and recommendations about each candidate. The Board discussed the two candidates for Library Director and made the decision to offer the position to one of them.

*Motion to leave Non-Public session and return to public session by Rachael Armstrong, seconded by Caitlin Powers.*

*Roll Call Vote: Zusman, Powers, Cataldo, Armstrong, Lindenberg, Marcotte, vote Yes. Motion passed at 9:30 pm.*

**PUBLIC SESSION:**

There was no motion to seal Non-Public minutes.

Non-Public minutes were recorded by Monica Cataldo, Secretary

**ADJOURNMENT**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Armstrong. Roll Call Vote: Zusman, Powers, Cataldo, Armstrong, Marcotte, Lindenberg, vote Yes. Motion passed 6-0.*

Meeting adjourned at 9:32 pm.

**Next meeting is Monday, August 19, 2024, at 6:30 pm in Meeting Room Side A.**

*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*