

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, June 17, 2024

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

Absent: Elizabeth Greenberg (Vice Chair), Margaret Ives, Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

The Meeting was called to order at 6:32 by Trustee Armstrong.

PUBLIC SESSION:

Amendments to Agenda:

There were no Amendments to the Agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting, held on May 20, 2024, as amended, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Motion to accept the Minutes of the Personnel Committee meeting, held on May 28, 2024, by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 6-0.

Treasurer's Report:

- Trustee Powers stated that once the fiscal year closes, DPL will probably be over the general fund budget. At that point we will look to move expenditures that are eligible to be paid from the special funds, out of the general and into the special. Only certain things can be paid out of the special fund; wages and the like would not be paid out of the special fund. Acting Director Brown believes that it will be close, as the \$10,000.00 reimbursement to cover the chiller does not show in the report until it arrives. Trustee Powers stated that she sees it as a pending transaction.
- Trustee Powers noted the special fund balance which is well funded. If for some reason we manage to skirt under, the Board can vote to move any surplus funds from the general fund into the Capital Reserve fund for the benefit of the library. This was done twice this year to request funds for the valve replacement and the chiller repair.
- Trustee Powers stated that this year has included atypical accounting. There have been insurance reimbursements, fixing the sign, legal expenses, disability claims and the Capital Reserve. Is there anything we must do as a Board to ensure those funds are accounted for appropriately? Acting Director Brown responded that she had spoken to Mark Fleisher, Town of Derry, CFO, who stated that DPL does not have revenue, *except* from the general fund. There is no line item in the budget for revenue. Mr. Fleisher believes that the funds can be taken in if they are in the same fiscal year. It cannot be balanced back from the line you paid out of, because that is an expense line. The accounting is itemized at the top of the page of our budget.

Trustee Powers stated her concern to be aware of timelines that may be involved. Acting Director Brown stated that the Town has been with DPL every step of the way.

- Trustee Cataldo stated that she received an email from the NHLTA. They are offering a free class on Budgeting on Tuesday, July 16, 2024, at 10:00 am in Concord, NH, at The Center at 25 Triangle Park Drive. The registration deadline is June 30, 2024. Trustee Powers suggested that Board members attend this course.

Acting Director's and Staff Reports:

- Acting Director Brown stated that Ray Fontaine, Head of the Children's Department, submitted an application for a grant from the Children's Literacy Foundation. DPL partners with CLF for a variety of activities. She received notification that DPL will receive one of their Summer Reading Grants that CLF will underwrite. They will show up with about \$200.00 worth of books that can be given away. Congratulations on being awarded the Summer Reading Grant! The team is working as quickly as possible to build the summer events schedule. Mr. Fontaine and his staff attended one of their workshops and could therefore apply for the grant.
- Trustee Cataldo stated that she was pleased to see in the report that Erin Robinson, Genealogy and Reference Librarian, has written another book. Erin recently published *The Beginner's Guide to Cemetery Sleuthing: Scavenger Hunt and Workbook*. Its cover features a photo from Salem's Old Burying Ground. Many sites in Forest Hill Cemetery and Windham's Old Cemetery on the Plains are included. Ms. Robinson donated a copy of the self-published book to the DPL.

Gifts:

Motion to accept a \$1,000.00 gift from the Derry Medical Center Charitable Foundation by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 6-0.

Motion to accept any and all unrestricted monetary gifts received between the last Board of Trustees meeting and this meeting by Trustee Powers. Seconded by Trustee Cataldo. Motion passed 6-0.

Correspondence:

There was no Correspondence.

Announcements:

There were no Announcements.

Public Comment

There was no public comment.

NEW BUSINESS:

- Approve hiring new Circulation Substitute: Acting Director Brown stated that Angela Carson has been recommended to DPL by Alex Osterhoudt, Head of Circulation Services. Ms. Carson is a middle school math teacher looking for work during the summer break.

Motion to hire Angela Carson for the position of substitute Library Assistant 1 at the rate of \$15.12 per hour by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Trustee volunteers to scoop ice cream at the Children's End of Summer Read Party on 8/8/24:
Trustees Marcotte, Lindenberg and Cataldo will happily serve.

OLD BUSINESS:

Discuss Director Recruitment: Acting Director Brown stated that to date she has done phone interviews with 5 candidates. They were all qualified. Two of the candidates spent the previous weekend house hunting in Derry, getting a view of the realty market here. One would come from Louisiana and has family in Wolfeboro, NH. The other is coming from southern MA. Three interviews have been set up for Wednesday, June 26, 2024. Interviewers arrive at 9:00 am and the candidates arrive at 9:30 am. Two concurrent panel interviews should last no longer than an hour. Each candidate will have a tour of the library after their interview. Upon returning from the tour, they will meet with the other panel. Should we add a third interview at 12:00 pm on the same day or move into Thursday morning? Trustee Armstrong stated that she will be traveling that day and cannot attend. Acting Director Brown suggested that it is more efficient to meet all three candidates in one day. The library will provide lunch and break time. As there are many people involved and there are already two in the morning, it makes sense to add one more. The Board discussed the schedule and who would serve as interviewers. Acting Director Brown shared more details of the 3 candidates. There will be a final interview to follow. The goal is to come through these interviews having 1-2 candidates for the full Board to meet with. The Board discussed scheduling additional dates for the interview process. Trustee Marcotte asked if there was an Exit Interview for former Director Stern. Trustee Lindenberg stated that in former Director Stern's last Director's Report, he wrote recommendations and comments from his perspective. No formal Exit Interview occurred. The Board agreed that it was unnecessary. Trustee Armstrong and Acting Director Brown shared comments from their conversations with Director Stern.

Discuss Building Updates: Acting Director Brown stated that there is no issue with the building. Trustee Cataldo inquired if the Town of Derry had made contact regarding whether the DPL will be a cooling station during the upcoming heat wave. Acting Director Brown responded in the affirmative.

Trustee Cataldo added that five of the members of the Board of Trustees attended the NH Library Trustees Association (NHTLA) Conference on June 5, 2024. Trustees Marcotte, Lindenberg, Greenberg, Cataldo and Trustee Alternate Zusman were in attendance. The presenter's slideshows will be available at [New Hampshire Library Trustees Association \(nhlta.org\)](http://nhlta.org).

Trustee Marcotte commented on the content from one of the classes he attended. The presenters, who are lawyers, suggested discussions around having a contract with the new Director of the library. Trustee Marcotte suggested the Board consider a contract. Trustee Marcotte suggested the DPL have a virtual option to set an appointment with one of our Notaries.

He referred also to the Amityville Library in Long Island that he recently visited. Their Unusual Items can include such things as power washers and other landscaping tools that could be loaned to DPL patrons, should we have the opportunity to offer them as well.

Trustee Alternate Zusman stated that the Keynote Speaker presented on AI and Libraries and the importance of the positions of libraries in that area. The speaker discussed the power of technology. Is content copyrighted? Can AI content be considered slanderous? Acting Director Brown stated that she believes this issue strengthens the library's position. Ask the internet a question and you will get 1,000 answers. Ask a reference librarian and you will get THE answer. Trustee Powers suggested the library offer a class on AI Issues to the public. Acting Director Brown responded that the NH State Library has offered this class last year to the Town Libraries and DPL Staff received this instruction. Trustee Powers stated that AI can be beneficial in making work tasks more efficient.

Trustees Lindenberg and Greenberg attended the Intellectual Freedom class. AI was discussed as it can be very beneficial, but caution is warranted. Benefit to the Staff could be utilized to make PowerPoint presentations in the same manner by providing information and allowing AI to build the presentation. The Keynote Speaker demonstrated the process. He also encouraged libraries to include limitations, if need be, in their policies. Acting Director Brown stated that she will ensure that DPL has the most recently updated version of the Intellectual Freedom Manual on site.

Trustees Lindenberg and Greenberg attended the class on Reconsideration Books. There was discussion on details of the DPL policy, which can be found at [Request for Reconsideration of Materials \(derrypl.org\)](https://www.derrypl.org/Request-for-Reconsideration-of-Materials).

Trustee Cataldo attended the Legislative Tracking and Policy Advocacy class. She stated that by searching for the word "library" at [The General Court of New Hampshire \(state.nh.us\)](https://www.gencourt.nh.us/), any bill that has to do with the library will be displayed. If there are bills that may affect DPL, the Board of Trustees can hold a public meeting and invite legislators to discuss those bills. Acting Director Brown responded that the NHLA has a group of librarians that track bills to keep them informed and communicate with all libraries on specific bills so that the Staff is informed quickly. If a library is affected, they can attend the hearing. Some of the groups submit position papers to the Committees.

ADJOURNMENT

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0.
Meeting adjourned at 7:21 pm.*

Next meeting is Monday, July 15, 2024, at 6:30 pm in Meeting Room Side A.
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary