

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, May 20, 2024**

Present: Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Margaret Ives, Victoria Austin (Trustee Alternate), Susan Brown (Acting Director), Lisa Carvalho (Recording Secretary)

Absent: Caitlin Powers (Treasurer), Meryle Zusman (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

The Meeting was called to order at 6:33 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 April 22, 2024, by Trustee Armstrong. Seconded by Trustee Cataldo. Ives abstained. Motion passed 5-0.

Treasurer's Report:

- Acting Director Brown stated that there is a \$6,000.00 reimbursement related to legal fees. DPL also received \$1,460.00 in insurance reimbursement related to the repair of the sign out front, damaged from a recent storm. The cost was \$2,460.00 and the deductible was \$1,000.00.

Motion to accept Insurance reimbursement of \$1,460.00 received by Trustee Greenberg. Seconded by Trustee Lindenberg. Motion passed 6-0.

Acting Director Brown stated that the valve repair, an old item, was paid for through the Capital Improvement Fund. In May we affected the replacement of the chiller, but the Town only moves money from the Capital Improvement Fund quarterly, so the transfer will not be seen on the Treasurer's Report until the end of the fiscal year.

Acting Director's and Staff Reports:

- Trustee Cataldo thanked Acting Director Brown for stating in the Report that circulation of Unusual Items are being tracked. The success of the Eclipse Party was discussed. Acting Director Brown stated for this event, as opposed to the eclipse of 2017, the distribution of glasses was managed more tightly and there were enough for all who signed up.

Gifts:

There were no gifts.

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

Correspondence:

Trustee Armstrong read aloud a Thank You card from former Director Stern to the Board of Trustees.

Announcements:

There were no Announcements.

Public Comment

There was no public comment.

NEW BUSINESS:

- Discuss potential increase to non-resident library card fees: Acting Director Brown stated that there are many ways to evaluate the desired charge for a non-resident library card, but it will ultimately be a subjective decision. As we are members of the GMILCS Consortium, any non-resident that buys a card also has access to all GMILCS libraries. Patrons (locally and nationally) are shopping around to get the best price for a card in order to gain access to electronic resources. The non-resident card fee does generate some revenue, which is fair, as all our services are funded by local taxes. In response to Trustee Marcotte's previous inquiry, tracking of individuals' Downloadables usage is not available, because those transactions occur on a separate platform. DPL has less than 300 non-resident patrons. The current annual charge is \$50.00. Acting Director Brown reported on the amount charged by other GMILCS libraries. One library charges \$40.00 annually, four charge \$50.00, one charges \$70.00, one charges \$75.00, and four libraries charge \$100.00. Trustee Greenberg stated her approval that non-residents be charged more to help offset the cost of downloadables. Acting Director Brown suggested \$70-75 as a fair fee. Since we are a public library, she believes we should not make it a goal to exclude members of the public. On the other hand, our procedures have been tightened up to not allow out-of-state residents to buy non-resident cards, because that violates our licensing agreements for eBooks that limit use of the service to State residents. Our Circulation Policy allows that if one works or goes to school in Derry, they may have a Derry library card. Trustee Greenberg stated that raising the Annual fee for a non-resident card to \$75.00 is reasonable and fair. Increased fees will be charged on a patron's next renewal date.

Motion to increase the annual fee for non-resident library cards to \$75.00, by Trustee Greenberg. Seconded by Trustee Cataldo. Motion passed 6-0.

Acting Director Brown brought up a related item. There is currently a charge of \$2.00 to replace a lost card and \$5.00 for each additional replacement. She believes this is quite high. It was perhaps voted in to be a deterrent, but is not. Instead, patrons just keep their barcode number and do not replace the card, and check out items with their State driver's license. A physical card is not required to check out online. The cost of the card to DPL is \$0.33. The Circulation Department has requested a change to the Circulation Policy, asking the Board to decrease the

replacement price for lost cards to \$1.00. It was noted that with a new library card, a new barcode is given as well, so a “lost” card cannot be given to anyone else.

Motion to change the lost card charge to \$1.00 with no increase in fee for additional lost cards by Trustee Greenberg. Seconded by Trustee Cataldo. Trustee Lindenberg opposed. Motion passed 5-1.

Discuss Director Recruitment: Acting Director Brown was prepared to discuss the procedure from the last recruitment for the Board. She reported that there are currently 9 applicants. She suggested the Personnel Committee meet within the next couple of weeks to determine specific procedures, but wanted to present an overview of our last recruitment this evening. Applications are being accepted through the end of this week. The position is posted on the DPL website and the NHSL job line, as well as in VT, ME and MA. During the last recruitment, HR Director for the Town of Derry participated, as well as members of the Personnel Committee and the Chairman of the Board of Trustees of DPL. In addition, several Staff members were included, as well as a retired Library Director. The Personnel Committee met to review applications, and decided who they wanted to interview in person. Then the Board of Trustees compiled a list of questions to use in the interviews. Two Panels were created: a Skills Panel and a Fit Panel. On each panel there was at least one member of the Personnel Committee and one Staff member. The Skills Panel focused on experience, skills, and education. The Fit Panel focused on soft skills, community relations, and creative ideas. The interviews were held over two days, with both panels interviewing at the same time, then swapping the 2 candidates. Each panel spoke with each candidate for about an hour. Afterwards, all interviewers convened to discuss all four candidates. Two finalists were chosen and then interviewed by the entire Board of Trustees. Acting Director Brown will facilitate the recruitment process this year.

OLD BUSINESS:

- Discuss Building Updates: Acting Director Brown stated that there are no building updates. The Total Statistics report and the scanner process were reviewed.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Greenberg. Motion passed 6-0.
Meeting adjourned at 7:33 pm.

Next meeting is Monday, June 17, 2024, at 6:30 pm in Meeting Room Side A.
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary