

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, November 18, 2024**

**Present:** Rachael Armstrong (Chair), Elizabeth Greenberg (Vice Chair), Monica Cataldo (Secretary), Lorraine Lindenberg (Co-Treasurer), Pete Marcotte (Co-Treasurer), Caitlin Powers, Meryle Zusman (Members), Kathleen Kenny (Director), Susan Brown (Assistant Director), Erin Spencer (Town Council DPL Liaison), Lisa Carvalho (Recording Secretary)

**Absent:** Victoria Austin (Trustee Alternate)

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

**PUBLIC SESSION:**

**Amendments to Agenda:**

- Trustee Cataldo added discussion of Gift Cards for DPL Staff to New Business.
- Director Kenny added the resignation of Lisa Carvalho as Recording Secretary to Announcements

**Acceptance of Minutes:**

*Motion to accept the Minutes of the Board of Trustees meeting, held on October 21, 2024, as amended, by Trustee Greenberg. Seconded by Trustee Cataldo.*

*All in Favor: Greenberg, Cataldo, Lindenberg, Marcotte, Powers, Zusman, vote Yes.*

*The motion passed.*

**Treasurer's Report:**

- Trustee Lindenberg stated that DPL has expended 32.8% of the budget with 67.2% remaining.
- Trustee Powers stated that the balance of the Special Fund report was not available, however, it is known to be approximately \$200,000.00.

**Director's and Staff Reports:**

- Director Kenny stated that the repair of the overhang outside of the Children's entrance continues to be an issue. It was previously looked at and reported that the windows needed to be reglazed. There has been no further contact with that contractor. Another contractor stated that the roof of the overhang, not the entire roof, needs to be evaluated. There is a contractor that has worked with DPL previously that is willing and able to do the work on the overhang after the roof has been repaired. Director Kenny spoke with Alan with the Town for suggestions for other contractors.
- Director Kenny stated that she will be at Primex's Supervisor's training workshop in Concord, NH, for the rest of the week.
- Director Kenny stated that the DAR Historic Preservation Grant is not an option for our historic newspaper scanning, as DPL is not a 501c3. Erin Robinson is looking into other funding options.

- Trustee Cataldo noted a correction in the Building update of the Director’s report should state that Nosferatu at the Derry Opera House had a piano accompaniment from Jeff Rapsis, not Jeff Belanger.
- Trustee Cataldo stated her appreciation for the reorganized 200s collection and the improved shelving system.
- Trustee Zusman commented on Jennifer Khoury’s report on the library’s website updates and believes the staff has made excellent decisions.

**Gifts:**

- Assistant Director Brown stated that the Marion Gerrish Community Center partnered with DPL on two programs (the Jeff Balenger and Jeff Rapsis performances). DPL paid for them and Marion Gerrish Community Center contributed funds to the DPL toward the performances.

*Motion to accept \$225.00 from Marion Gerrish Community Center for contributions towards two library programs by Trustee Powers. Seconded by Trustee Armstrong.*

*All in Favor: Armstrong, Greenberg, Cataldo, Lindenberg, Marcotte, Powers, Zusman, vote Yes.*

*Motion to accept any and all unrestricted monetary gifts and unexpected revenues received between the last Board of Trustees meeting and this meeting by Trustee Powers. Seconded by Trustee Armstrong.*

*All in Favor: Armstrong, Greenberg, Cataldo, Lindenberg, Marcotte, Powers, Zusman, vote Yes.*

*The motion passed.*

**Correspondence:**

There was no Correspondence.

**Announcements:**

Recording Secretary Lisa Carvalho has resigned from her position citing work/life balance. Discussion of replacing the position tabled to the next Personnel Committee meeting. Director Kenny will follow up with Mrs. Carvalho regarding potential candidates for the position.

**Public Comment**

There was no Public Comment.

**NEW BUSINESS:**

Holiday Calendar for 2025: Trustee Armstrong opened a discussion about moving the Trustee’s meeting from April 21, on Patriot’s Day, which will be a Staff Development Day, to April 14, 2025. Discussion followed and the decision was approved. The Trustee’s meeting on January 20, MLK Day, will be changed to January 13 and February 17, President’s Day, was changed to hold the meeting on February 10, 2025.

Pending offer for administrative assistant candidate: Director Kenny stated that the 2 candidates being reviewed have both accepted offers outside of DPL. The hiring process is active and will be reported to the Board as it progresses. Trustee Greenberg and Assistant Director Brown discussed setting up a Personnel Committee meeting.

Discussion of Gift Cards for DPL Staff: Trustee Cataldo reviewed the process in the past for the Trustees gifting the Staff during the holidays. Discussion followed. Director Kenny will procure Amazon Gift Cards utilizing the P-Card and deliver them to Trustee Cataldo who will write and fill cards and return them to Director Kenny for distribution to the DPL Staff.

*Motion to approve the expenditure of Amazon gift cards in the amount of \$50.00 for each full-time and regular part-time DPL staff member by Trustee Armstrong. Seconded by Trustee Greenberg.  
All in Favor: Armstrong, Greenberg, Cataldo, Lindenberg, Marcotte, Powers, Zusman vote Yes.  
The motion passed.*

#### **OLD BUSINESS:**

Review DPL pay scale: Assistant Director Brown stated that she emailed a copy of the 2019 report of the pay scale to the Board's Chair and Vice Chair. She updated the Director's pay spreadsheet with the latest data and stated that she and Director Kenny have been tracking library jobs across the State. The DPL scale is comparable and competitive. The Board had suggested adjustments for the Director's line on the pay scale as it to align with Director Kenny's pay. Trustee Powers stated that the pay scale is voted on in December for the up-coming fiscal year's budget. The discussion will move to the December 2024 meeting agenda. Trustee Greenberg suggested planning a date for Director Kenny's 6 month review.

#### **ADJOURNMENT**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Armstrong.  
All in Favor: Armstrong, Greenberg, Cataldo, Lindenberg, Marcotte, Powers, Zusman, vote Yes.  
The motion passed.*

Meeting adjourned at 7:38 pm.

**Next meeting is Monday, December 16, 2024, at 6:30 pm in Meeting Room Side A.**  
*Minutes respectfully submitted by Lisa Carvalho, Recording Secretary*