

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, September 16, 2024

Present: Monica Cataldo (Secretary), Pete Marcotte (Co-Treasurer), Lorraine Lindenberg, (Co-Treasurer), Caitlin Powers, Meryle Zusman (Trustee Alternate), Kathleen Kenny (Director), Susan Brown (Assistant Director), Lisa Carvalho (Recording Secretary)

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

The Meeting was called to order at 6:36 by Trustee Powers.

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 August 19, 2024, as amended, by Trustee Powers. Seconded by Trustee Lindenberg.

All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman, vote Yes. The motion passed.

Treasurer's Report:

- Trustee Lindenberg stated that the budget is on track, having expended 19%, while we are 16.7% through the fiscal year. Both the annual dues for GMILCS and the computer leases were paid in July, which explains the higher level of spending. Trustee Marcotte suggested that the report show dollar amounts in some areas in addition to the percentages. Trustee Powers reported that any changes to the structure of the Treasurer's report that the Board would like to make are available. Trustee Marcotte inquired about a line item for legal fees. Trustee Powers responded that Legal Services are not typically budgeted for. One bill was paid in FY2025 for services rendered regarding the new Director's contract.
- Trustee Powers noted that DPL was without a director for six weeks this fiscal year. There is also an open administrative position that will be discussed. This will impact spending levels in the Wages and Benefits lines of the budget.
- Trustee Powers requested clarification of whether or not the FY24 Fine Account budget is closed yet. Assistant Director Brown clarified that the DPL budgets (Fine and General Fund) are closed, but the Town of Derry will not officially close the entire Town budget until October. Trustee Powers stated that historically there may be adjustments to the Town budget at the close of the audit period, however, these rarely affect the DPL budget. Trustee Powers asked if the Special funds balance will be available before or after the Town closes the budget. It is not expected that any final balances will be available until the Town completes their audit and closes the budget. Trustee Powers stated that any blanks shown in the DPL budget are reflective of this.

- Director Kenny reviewed the Special Fund Monthly Budget Report 4 Year Schedule for FY25 Preparation. The column July 1, 24 to June 30, 25, represents the suggested budget for the Fine Account.
 - The Fines line item is budgeted at \$4,000.00, as DPL no longer charges late fines.
 - Non-Resident Permits and Fees line item is \$2,500.00. In previous years the actual amount has been about \$3,000.00. With the Londonderry Leach Library joining GMILCS, a small change can be expected.
 - The Photocopies & Printing line item has been consistent and remains at \$5,000.00.
 - The Gifts & Grants line item is the average of the last 3 FY actuals at \$4,000.00.
 - Trust Funds line item is at \$400.00, as in previous years.
 - Account Interest will be at \$6000.
 - Trustee Powers suggested \$3,000.00 for the Misc Revenue line item.
 - Professional Services remains unchanged.
 - Operating Expenses have varied over the years. With such variation, Director Kenny set the budget near the FY24 actual amount of \$20,000.00.
 - Supplies remains unchanged.
 - Materials remains unchanged.

Trustee Powers referred to the Directors and Staff Report regarding the selectors and the materials and the amounts budgeted and actual for FY24. Assistant Director Brown stated that DPL has allocations for all our different formats, for Children's, Teens and Adult materials. Selectors are given the total amount they can spend, which is allocated from the General Fund plus the Fine Account. Discussion followed as Assistant Director Brown answered Trustee Powers specific inquiries to the penny.

Trustee Powers asked the Board if they were concerned about Operating Expenses in FY25 that cannot come out of the Capital Reserve or the General Fund budget. Assistant Director Brown expects that the Town would allow the repair of the overhang in the Children's door to come from the Capital Reserve. There has been difficulty in communicating with the repair company, so the cost of the repair is not yet known. Director Kenny will reach out again this week. Assistant Director Brown suggested talking with Mike Fowler, Town of Derry Public Works Director, for an estimate on the repair.

The subtotal revenue line will be \$24,900.00. Trustee Powers referred to the DPL Use of Fund Balance line item. This is a fund that requires double side entry accounting principle to balance, unlike an account that is spent down. After calculations and discussion, she suggested \$27,200.00 for this line. Total revenue and total expense would each be \$52,100.00

Motion to approve the proposed budget for the special funds for FY2025 as modified and as discussed by Trustee Powers. Seconded by Trustee Cataldo.

All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

- Trustee Powers announced that on Monday, October 7, 2024, at 5:30 pm, she will be providing a tutorial/training on how she prepares the Trustee reports. The session will be recorded.
- Assistant Director Brown stated P-card monthly spending fluctuates but never goes over \$5,000.00. It is primarily for programming supplies, with the occasional large purchase, like the trailer for the ebike. The Town of Derry prefers invoicing rather than P-cards for recurring purchases.

Co-Treasurer Lindenberg stated that she and Co-Treasurer Marcotte performed an audit this month, including a review of the p-card receipts.

Director’s and Staff Reports:

- Trustee Powers commended the Staff on a successful summer program.
- Trustee Cataldo commented one of the remote book clubs was joined by a participant in Derry, Ireland.
- Trustee Cataldo appreciated the Historical Statistics report. Trustee Alternate Zusman noted the steady fall of circulation in adult materials. Assistant Director Brown stated that that decrease is offset by the increased use of downloadables. Patron visits are steady. The children’s and teen circulation is staying strong.
- Trustee Marcotte noted the decline in the usage of public PCs. Assistant Director Brown stated that the computer leases are on a 3 year cycle, 1/3 every year for 3 years. DPL dropped one PC this year and is planning to drop 2 PCs from the lease next year.

Gifts:

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 Cataldo. All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman, vote Yes. The motion passed.

Motion to accept a \$200.00 donation in memory of Virginia Nelson by Trustee Powers. Seconded by Trustee Cataldo. All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

Motion to accept \$192.00 in electricity rebates, to be used against DPL utility costs, by Trustee Powers. Seconded by Trustee Marcotte. All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

Motion to accept a \$116.54 refund from EBSCO, to be used against materials by Trustee Powers. Seconded by Trustee Marcotte. All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

Correspondence:

There was no Correspondence.

Announcements:

There were no Announcements.

Public Comment

There was no Public Comment.

NEW BUSINESS:

Proposed special fund budget for FY2025: Discussed during the Treasurer’s Report.
Review proposed job description for new administrative assistant: Assistant Director Brown stated that the responsibility for the packets and the minutes for the Board have become digital

management of data, so will be removed from this job description. The job description for the Communications Coordinator will be updated to include them.

Trustee Powers suggested that the Board of Trustees section of the website be updated.

Trustee Marcotte inquired about the number of weekly hours for this part time position.

Assistant Director Brown replied that the goal is 12-15 hours to start, with an option to increase to no more than 25 hours per week. This is based on how much time she is presently expending to cover the work of the position. A salary range will be provided with the job posting to include relevant experience in accounting. Current salary ranges for a bookkeeper will be reviewed to assist in that determination. She will keep the Personnel Committee advised of any next steps. This position has been included in the proposed FY2025 budget.

Trustee Cataldo stated that the Personnel Committee has the intention to review the pay scale.

Trustee Marcotte noted that a professional review was done about 2019. Trustee Powers requested that this review of the pay scale be included in the October packet.

Motion to approve the proposed job description for the new administrative assistant position by Trustee Powers. Seconded by Trustee Cataldo.

All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

Change Status of Meryle Zusman from alternate to full Board Member: After some discussion, no action was taken.

OLD BUSINESS:

Budget updates FY2024: Discussed during the Treasurer's Report.

Review P-card approvals: Discussed during the Treasurer's Report.

Update on status of e-bikes: Director Kenny stated that the trailer is under construction. With autumn approaching, she would prefer to table the training of staff with the Town of Derry Police Department until the Spring of 2025.

One of the ebikes will be on display at DerryFest on Saturday, September 21, 2024.

There was a discussion around the finances for the sale of books, by the Friends and lobby sales.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Powers.

All in Favor: Powers, Cataldo, Lindenberg, Marcotte, Zusman vote Yes. The motion passed.

Meeting adjourned at 7:43 pm.

Next meeting is Monday, October 21, 2024, at 6:30 pm in Meeting Room Side A.

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary