

**Derry Public Library
Board of Trustees Meeting Minutes
Café Room
Monday, April 20, 2020**

Present: Kristen Mari (Chair), Caitlin Powers (Co-Treasurer), Pete Marcotte (Co-Treasurer), Elizabeth Greenberg (Secretary), Monica Cataldo, Margaret Ives, Rachael Armstrong, Susan Brown (Acting Library Director).

Absent: Richard Tripp (Town Council DPL Liaison)

Guest: Eric Stern (Library Director)

Meeting was called to order at 6:31pm by Trustee Mari.

PUBLIC SESSION:

Amendments to Agenda:

- Trustee Mari requested to discuss under NEW BUSINESS the Director Agreement.
- Trustee Marcotte requested to discuss under NEW BUSINESS the Board of Trustee Committees.

Acceptance of Minutes:

- *Trustee Powers clarified for the April 20, 2020 public meeting that on page 2 of the March 16, 2020 public minutes under Treasurer's Report that the actual DPL Policy for the two person and family plans are covered at 87.5% for insurance premiums and with DPL Employees paying 12.5%.*

Motion to approve the March 16, 2020 public minutes as amended by Trustee Marcotte. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Marcotte, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Greenberg, Y Trustee Armstrong. Motion passed 6-0-1 with Trustee Mari abstaining.

Motion to approve April 9, 2020 non-public minutes by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Mari, Y Trustee Armstrong, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Greenberg, Y Trustee Powers, Y Trustee Marcotte. Motion passed 7-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - General Fund FY20 - 75% through the year. DPL has expended 71.3% of the budget. Wages overall are still on target.
 - Health Benefit line item continues to run over and a pace of overage slowed with the departure of the Library Director. Line item is currently at 101% of budgeted and being absorbed by favorable wage spend. This year's upcoming budget for General Fund FY21 did use an 85/15 split to forecast the health insurance amount. Trustee Powers asked Acting Library Director Brown if Town Finance confirmed that the 85/15 split (from Town Finance Department, Mark Fleisher's original spreadsheet for salary and benefits for the health insurance) being held for the actual DPL Policy is now the 87.5/12.5 split. Acting Library Director Brown did confirm this statement is correct with Bob McCarthy.
 - Acting Library Director Brown mentioned May 5, 2020 is the Town Council Approval Meeting for the FY21 budget. Trustee Powers will report back to the Board on the outcome at the next Board Meeting.
 - Special Account FY20 – Currently have taken in 78% of budgeted revenue. Trustee Powers will discuss at the next Board Meeting the adjusting of the proposed Special Funds FY21 budget where to spend materials for the upcoming year. Fund Balance has increased about \$1,900 from the previous

month and \$21,597 so far this year. With the ability to collect special fund revenue types on hold, it is difficult to know where we will land at the end of the year.

Acting Library Director's Report:

- Acting Library Director Brown presented the Acting Director's Report which was accepted by the Board.
 - Trustee Greenberg complimented how phenomenal all the DPL staff are with doing such great things to maintain a public presence despite DPL being closed, such as Ray's Story hours, Liz's Movie Recommendations. Acting Library Director Brown shared how everyone was excited to move the DPL remote activities from Facebook to YouTube to expand the public reach.
 - Trustee Cataldo requested who the DPL Staff are that were highlighted in the captured Zoom video for the March 11, 2020 Circulation Meeting. Acting Library Director Brown shared the names and titles of each DPL Staff member.
 - Trustee Powers asked if there is a timeline on the building maintenance. Acting Library Director Brown discussed the two building maintenance projects are moving along at a very rapid pace.

Announcements:

- Trustee Greenberg shared DPL hired a new Library Director.
- Trustee Powers mentioned for the new Board of Trustees that there is an upcoming NHLTA (New Hampshire Library Trustees' Association) remote roundtable meeting on April 24, 2020 at 2pm with topics: innovations for operating during this time, staffing and reopening. Trustee Marcotte requested to email the link to the Board. Trustee Mari will email the information to the new Board of Trustees, and interested participants can email Acting Library Director Brown for registration.

NEW BUSINESS:

- Status of new Director hiring
 - Trustee Mari announced the newly-hired Library Director, Eric Stern.
 - Eric Stern shared his part time start date is May 18, 2020 and full time start date is June 8, 2020. Eric will choose for the benefit package the buy-out option for health insurance. Cordially thanked the Board for hiring him and is very excited to start.
- COVID-19 updates
 - Acting Library Director Brown is pleased with the decisions being made with DPL Staff and the Board. DPL is landing in the middle in comparison with the other NH public libraries. No one can make firm plans right now with COVID-19 daily updates, however, when DPL staff return, but starting a curbside pick-up would be wonderful. Two GMILCS libraries have been doing curbside pick-up all along.
 - The Stay at Home Order does not apply to Municipal Employees. Even though the building is closed to the public, Municipal Employees in Derry are still working at the Municipal Center. Currently, Acting Library Director Brown and Mike St. Louis (Head Custodian) are at DPL daily at work too.
 - Acting Library Director Brown is proposing to the Board, assuming the COVID-19 peak has past by early May, to have a target date of May 4, 2020 for DPL staff to return under limited hours as needed and to have a curbside pickup. The goal is to gradually open DPL to the public, not before June, with continued social distancing and sanitizing. Prefer not to furlough the DPL Staff. Challenges now arise with having structure in place when DPL staff return. Receiving conflicting answers from the Department of Employment Security about furloughs.
 - DPL staff are getting paid their regular scheduled hours still from home. The Board supports the DPL staff still getting paid their regular scheduled hours.
 - Trustee Powers suggested the DPL extra funding go towards helpful resources for DPL during this COVID-19 period. Acting Library Director Brown has thought of small purchases such as headsets for DPL staff working remotely. Eric also suggested a useful tele-presence, the OhmniBot (\$2,195) for DPL to offer "in-person" tours and presentations to make it feel more personable.
 - Trustee Mari requested to have the support from the Board to allow Acting Library Director Brown to make decisions for deciding how to plan to get DPL staff back into the building on May 4, 2020.

- Trustee Greenberg recommended to continue to pay the DPL Staff as we have been for at least another two weeks to give Acting Library Director Brown time to get additional information and meet with department heads.
- Acting Library Director Brown presented key points for the Board's approval: bring the DPL Staff back May 4, 2020, work a partial schedule, reestablish Curbside Pickup, keep the library closed to the public for now, continue to pay the DPL Staff at their same rate at least until May 4, 2020, and use flexibility applying our earned time use policy for DPL Staff to use their leave.

Motion to reinstate Curbside Pick Up for the library on May 4, 2020. We will remain closed to the public and also give the Acting Library Director Brown the flexibility to set staff work hours due to COVID-19 by Trustee Mari. Seconded by Trustee Marcotte. Roll Call Vote: Y Trustee Mari, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Ives, Y Trustee Armstrong, Y Trustee Cataldo. Motion passed 6-0-1 with Trustee Greenberg abstaining.

- Director Agreement
 - Trustee Mari shared how there is a RSA that recommends Trustees create an agreement with the Director for a period of 12 months that gets renewed every year. There was an agreement made for the former Library Director Potter and asked if Acting Library Director Brown can locate a soft copy to share with the Board for the next upcoming meeting on May 18, 2020. .
 - Acting Library Director Brown will search for a soft copy to share with the Board in time for the next Board meeting.
- Board of Trustee Committees
 - Trustee Marcotte announced historically there are 3-4 committees and suggested the Board starts thinking about the committees that are of an interest to join. There is a by-laws requirement that there has to be committees. The Board of Trustee Committees have Personnel, Finance, Strategic Planning and Policy Committees and welcome any Trustee member to join a committee.
 - Trustee Powers mentioned how there are Officer positions to be filled too.
 - Trustee Mari commented how the committee work was placed on the back burner during the search for a new Library Director. Cannot locate a previous outline of the Committee Schedule. There were Co-Chairs at one time also. A Committee discussion will take place in May and in June the Officer positions will be also be presented.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Roll Call Vote: Y Trustee Marcotte, Y Trustee Mari, Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Ives, Y Trustee Powers. Motion passed 6-0-1 with Trustee Greenberg Abstaining.

- Meeting adjourned at 7:42pm.

Next meeting is Monday, May 18, 2020 at 6:30pm in the Café Room
Minutes respectfully submitted by Danielle Mullins, Recording Secretary