

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, October 21, 2024

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

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

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

PUBLIC SESSION:

Amendments to Agenda:

Director Kenny added Tote Bag Financing and a Review of addition of Historic Materials to the Agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting, held on September 16, 2024, as amended, by Trustee Lindenberg. Seconded by Trustee Cataldo.

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

Treasurer's Report:

- Trustee Marcotte asked for clarification of the Professional Services and Operating Expense notes. The format of the report was discussed. Assistant Director Brown stated that Professional Services represent website services in part. DPL's GMILCS annual fee went up less than it would have since Leach Library was added to the consortium. Trustee Marcotte stated his interest in showing dollar amounts in the notes section of the report. Trustee Powers stated that any unexpected expenditure over \$5,000.00 requires Board approval. Trustee Zusman stated that redoing the website would fall under Professional Services. Assistant Director updated the Board on the upgrades to the DPL website, stating that, financially, it would be priced as a transition into a new template and not an increased expense. Trustee Lindenberg asked if there are anticipated large expenses to consider. Assistant Director Brown stated that only Programming, which falls under Professional Services, is anticipated. Trustee Powers suggested a review of the budget take place by the Co-Treasurers at 6 months and 9 months through the fiscal year. Trustee Armstrong suggested any format changes be made by Co-Treasurers Lindenberg and Marcotte after the November report to be provided by Trustee Powers. Trustee Powers stated that she will meet with Co-Treasurers Lindenberg and Marcotte before the November BOT meeting to review her process in detail.

Director's and Staff Reports:

- Trustee Marcotte requested an update on the repair to the roof overhang outside the Children's room. Director Kenny stated her difficulty in finding a contractor as the job is "too small" for them. She met with Alan Cote, the Superintendent of Operation for the Town of Derry, in early October. Mr. Cote recommends a contractor that has previously done work for DPL and Director Kenny will follow up with him. This work will need to happen before the winter weather arrives.
- Director Kenny stated that the website upgrades are in the early stages.
- Director Kenny stated that there are 2 solid candidates for the Administrative Assistant position. There are interviews this week.
- Trustee Cataldo stated that she participated in the Downtown Derry Walking Tour and it was awesome. She also downloaded the app, stating that it was clear and informative. It is a good addition.

Gifts:

Trustee Cataldo asked if the distributions from the trust fund have been happening all along. Assistant Director Brown stated that the following itemized format is to verify that they have been officially accepted so that the Town can use them to offset expenses. These will be tracked by Director Kenny. This will eliminate the need for year-end voting. This follows Mark's guidance, and is not a substantive change. Director Kenny and Assistant Director Brown will continue to review and update on procedure changes. Assistant Director Brown stated that these interest earnings are paid into the fine account quarterly.

Motion to accept the quarterly income distributions from the Sarah MacMurphy Trust Fund in the amount of \$17.12, the Helen Hood Trust Fund, in the amount of \$ 103.13, and the Arts & Crafts Fund in the amount of \$10.33 from by Trustee Powers. Seconded by Trustee Armstrong.

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

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 Lindenberg.

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

Trustee Greenberg asked if a donation had been received from the First Parish Church, for Jessica's repair to an old bible. The church had stated it would like to donate \$100.00. The gift has not been received. Trustee Greenberg will follow up.

Tote Bag Financing: Director Kenny suggested that the payment process with the Town of Derry for the DPL Tote Bag sales (typically only \$2.00 sold per month) be reviewed after her recent conversation with Alex Osterhoudt, Circulation Department Head. Paying back the Town requires monthly reconciliation. Paying from the fine account will save them a lot of work of sorting through small increments.

Director Kenny stated that the Tote Bags were originally bought from the prepaid account, with the DPL paying it off. Ms. Osterhoudt would like to make the process more efficient and pay the remaining balance up front, then have what monies are received for the Totes go back into the

fine account. The outstanding amount is \$138.92. Trustee Powers agreed and suggested doing the same with any swag that DPL has.

Review of addition of Historic Materials: Director Kenny stated that a letter was received from Erin Robinson, the local history librarian, who is interested in having a recently acquired large donation of past issues of *The Evening Record*, a historical Derry newspaper, digitized. The letter was included for the Board's review. Director Kenny would address payment of the project from one of the trust funds.

Assistant Director Brown stated that the estimate for this project is between \$8,000 and \$20,000.00. There is no estimate from Advantage Preservation yet. Their policy is changing from scanning in black & white, to only scanning in color. We have the option of scanning and getting a roll of microfilm, which is an extra charge. It was requested, as long standing customers, if DPL could do this before the new year at the old price for black & white. She stated that Ms. Robinson continues the conversation with Advantage Preservation and is exploring options for grants.

The DPL has \$2,000.00 budgeted for microfilm. The Elizabeth Ives Trust Fund is almost \$4,000.00 and is not designated for a specific purpose and was given to the DPL in memoriam after her passing. Ms. Robinson wrote that she believes this would be a good fit. Assistant Director Brown inquired if the Board would be open to this purpose. A formal request is not yet being made. Ms. Robinson is reviewing the Historic Preservation Grant from the DAR and another through the NH Moose Place for Historic Preservation. The Historic Preservation Grant requires a 1:1 match and would match this \$6,000.00. Ms. Robinson requires a number to apply. Different ways to fund the project were discussed.

Assistant Director Brown stated that the donation of the papers is from Rick Holmes, retired town historian. There are nearly 21,000 pages in the collection.

The timing of the request is due to the DAR Grant application, which is due on October 31, 2024.

Trustee Greenberg stated that she knew Elizabeth Ives very well and she was a supporter of historic preservation. This use would be in line with her beliefs. She suggested offering \$3,000.00 from the trust. Trustee Powers stated that the remaining balance is an allowable expense from the special fund.

Motion to apply for a DAR Historic Preservation Grant, which would match funds 1:1, up to \$10,000.00 by Trustee Powers. Seconded by Trustee Armstrong.

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

Correspondence:

There was no Correspondence.

Announcements:

Trustee Greenberg welcomed Meryle Zusman as a full member of the Board of Trustees, fulfilling the remaining term of Margaret Ives, through in March of 2025. Upcoming terms and timing were discussed.

Public Comment

There was no Public Comment.

NEW BUSINESS:

Review revised job description for Communications Coordinator: Assistant Director Brown stated that the changes were minimal and expected from last month's meeting, regarding digital documents.

Motion to approve the proposed job description for the Communications Coordinator position by Trustee Armstrong. Seconded by Trustee Cataldo.

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

Review the DPL pay scale: Trustee Powers stated that December into January is when the Board will budget for Staffing starting on July 1, 2025. A professional assessment of our pay scale was done in 2019. Their recommendations were adopted. A copy of the report will be obtained. Assistant Director Brown stated that she and Director Kenny have been monitoring NH State pay scales for current job postings and find that DPL is in line across the board. It is in good balance of staff.

Trustee Powers recommended a pay scale review every 5 years. Director Kenny's pay is not precisely reflected in numbers on this pay scale. Note that if the Board honors the 3% increase, it will be out of sync with the scale. Any changes to the scale should be made by the December Board meeting.

Trustee Greenberg suggested the discussion to be continued to the November BOT meeting.

Review Administrative Assistant job recruitment: Discussed in the Director's and Staff Reports.

Change Status of Meryle Zusman from alternate to full Board Member: Discussed in the Announcements.

Procedure for spending money for designated purposes from fine account: Director Kenny emailed with Trustee Powers regarding whether the Board wanted to be kept apprised of expenses to the fine account or should Board approval be obtained before the expense. Trustee Powers stated that gifts accepted for specific purposes do not need to be approved if used for that specific purpose and should be expended. Per policy, any unexpected expenditure over \$5,000.00 requires Board approval. That request will initiate additional procedures. Trustee Marcotte agreed if spending stays in the correct line item. Trustee Powers stated that if the money is designated it can be spent on that designated item with no required communication to the Board. Trustee Lindenberg believes unspecified purposes should be communicated.

Assistant Director Brown highlighted the line item for Humanities Programs. Those are paid completely out of the general fund because the Humanities check doesn't arrive fast enough. The money is put in the fine account, but we never pay for the next Humanities program out of that line. There is an offset in the expense line. That is the line she had in mind, just a couple of hundred dollars. In a sense it is designated, because it is from the Humanities fund for the program. This is an example.

Trustee Powers stated that the directors should be accountable and transparent but not have to have everything approved beforehand.

OLD BUSINESS:

Special Fund FY25 Updates: Assistant Director Brown stated that she has uploaded the new budget, but the reports are showing last year's budget in MUNIS until the Town of Derry has completed the audit. This is traditionally completed in October.

ADJOURNMENT

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

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

Meeting adjourned at 7:47 pm.

Next meeting is Monday, November 18, 2024, at 6:30 pm in Meeting Room Side A.

Minutes respectfully submitted by Lisa Carvalho, Recording Secretary