

**Derry Public Library  
Board of Trustees Meeting Minutes  
Paul Collette Room (Meeting Room Side A)  
Monday, March 16, 2020**

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

**Absent:** Kristen Mari (Chair), Richard Tripp (Town Council DPL Liaison)

Guest: Ray Fontaine (Head of Children's Services)

Meeting was called to order at 6:29pm by Trustee Powers.

**PUBLIC SESSION:**

**Welcome to New Trustee Candidates and Introductions:**

- Trustee Powers welcomed the three new Trustees: Trustee Cataldo, Trustee Ives and Trustee Armstrong and the entire Board introduced themselves.
- Trustee Ives inquired if there are name tags for the Board of Trustees. Acting Director Brown will look into name tags to present at future Board of Trustee Meetings.
- The Board tabled the agenda topics: New Trustee Orientation and Help for Authorfest under NEW BUSINESS.

**Acceptance of Minutes:**

*Motion to approve the February 10, 2020 public minutes by Trustee Greenberg. Seconded by Trustee Powers. Motion passed 2-0-4 with Trustee Marcotte, Trustee Armstrong, Trustee Cataldo and Trustee Ives abstaining.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - General Fund FY20 – Eight months through the budget with 66.6% expended and 33.4% remaining. Wages overall are still on target.
  - Health Benefit line item continues to run over and pace of overage slowed with departure of DPL Director. Line item is currently at 92% of budgeted and being absorbed by favorable wage spend.
  - HVAC is running at 51% expended. May want to readjust FY21 budget to reflect what we actually expend this year. Currently expended \$4,100 of an \$8,000 budget, and this line item is budgeted at \$4,000 for FY21.
  - Special Fund FY20 – ahead of the game. Currently have taken in 72% of budgeted revenue. Projection of \$42,000 in special fund revenues by the end of FY20. Fund Balance has increased about \$2,500 from previous month and \$19,711 so far to date. Special Fund Balance YTD Actual Total is \$126,655.57.
  - Trustee Greenberg asked what the "DPL Use of Fund Balance" is. Trustee Powers explained how this line item represents the planned amount of funds to be drawn down in excess of funds deposited within the same year, given the budgeted expenses are higher than budgeted revenues.
  - DPL Draft FY21 Budget updated by Trustee Powers. On March 12, 2020, The Town Manager requested DPL reduce \$45,000 from the February 20, 2020 budget. In response, Trustee Powers and Acting Director Brown made changes and confirmed wages and benefits amounts with Derry Accounting Manager, Mark Fleischer.
  - The changes to the FY21 general budget impacted the proposed FY21 special funds budget. A proposed Special Fund Budget FY21 handout was distributed and updated as of March 16, 2020. Updates were made to the Revenue amounts based on FY20 YTD amounts. Planned expenses stay the same, with the exception of increasing materials spend by \$18,500, the amount materials

spending was decreased in the General Fund Budget. The FY21-26 CIP schedule has \$75,000 for "Replace Circulation Desk-not ADA Compliant" in FY22. This year (FY20) we budgeted \$50,000 in operating expense earmarked for Circulation Desk Replacement. This amount can be adjusted as needed.

- Reviewed three DPL Draft FY21 Budget columns- "Board Approved 1/27/20," "Adjusted, post review w/ Town Finance 2/20/20" and "3/16/20 Proposed, 45k reduction."
- Trustee Armstrong asked how this compares to last year's budget. Trustee Powers commented with the \$45,000 reduction to the general budget there will be a 3.14% increase over FY20's amount which is \$1,351,371.. From prior year (FY19) to current year (FY20) there was a there was a 2.41% increase. A 3% increase year of year is generally expected.
- Trustee Greenberg asked how the reduction budget impacts the M.R.I. Compensation Study (Municipal Resources Incorporated) results. Trustee Powers discussed the new compensation table on which to place DPL Employees. Previous DPL Director Potter reviewed the current pay schedule and left a chart recommending what grade and step to place DPL Employees if new scale were to be adopted. The FY21 "3/16/20 Proposed, 45k reduction" budget includes the assumptions that staff be moved to the new pay scale, receiving the new wage as of July 1, 2020 and being paid that wage for the entire year. There would no longer be raises on anniversaries of hire; rather, all raises will occur July 1. Using one new wage for the entire year vs. implementing the new scale as of 7/1 and moving staff up an additional step during the year created a wage cost reduction from the original budget. It was also noted with this proposal all staff would receive an increase.
- For the Group Health Insurance, DPL's Policy is for the two person and family plans, to cover 87.5% of insurance premiums and with DPL Employees paying 12.5%. The \$123,000 represents nine full time individuals with an elected health insurance plan benefit or buy out. The Director position is budgeted for the family insurance benefit, so that line could only go down depending who is hired.
- Trustee Marcotte raised a concern for the materials in the DPL Draft FY21 general funds budget. Trustee Powers reassured with a healthy special funds balance, we can still receive all materials needed with a combination of the general fund expenditures and the special funds.

*Motion to accept the proposed total package budget as written and thanked Trustee Powers and Acting Director Brown for all their hard work by Trustee Greenberg. Seconded by Trustee Marcotte. Motion passed 6-0.*

- Trustee Powers recommended the full Board review the current pay schedule and the proposed MRI schedule, as well as the DPL Employee placement on proposed MRI schedule, but hold off on approval as the town could still come back and request additional reductions. She extended a special thanks to Acting Director Brown for all her diligence, responses and timely budget updates.

**Acting Director's Report:**

- Acting Director Brown presented the Acting Director's Report which was accepted by the Board.
- Projects in the Capital Improvement Plans - handout in Board of Trustee packet that displays the Town's CIP plan, including DPL plans for the new Circulation Desk delayed until 2022 (excellent project for new DPL Director) and the Chiller has been moved up to 2020.
- Adjusted Use of Library Statistics for February 2020 Total Statistics Month Year-Programming Adult Programs Number Attended plummeted, but realistically are perfectly fine given the amazingly high attendance at last year's Bear Brook program of over 100 people.
- Poetry Contest - March 13, 2020 there have been 62 poems submitted. Judges will evaluate and determine a winner that will be announced.
- Coronavirus – After cancelling all library programs and meetings through May 2020 due to daily changes of health and safety guidelines from the CDC, Acting Director Brown asked the Board to approve these three recommendations: During the next three weeks until April 5, 2020, close the library to the public, waive fines to patrons, and allow staff to work from home, receiving compensation at their normal rate.

- Ray Fontaine (Head of Children's Services) expressed his agreement that being in a unique time which is difficult for the staff and patrons, that closing the library right now is best.

*Motion to close the library to the public through at least April 5, 2020; in addition, that late fees to patrons be waived for now, working hours will be reduced Monday through Friday 9am-5pm, and staff will be compensated at their normal rate with the option to come into work or not while still getting paid by Trustee Powers. Seconded by Trustee Armstrong. Motion passed 6-0.*

- Trustee Armstrong inquired if there is a remote option to attend the next Board of Trustees Meeting if the DPL closure extends beyond April 5, 2020. Acting Director Brown will research the protocol for a remote meeting option and circle back to the Board.

**New Director Recruitment: Candidates, Statement of Expectations, Scheduling Final Interviews**

- Trustee Greenberg shared there are two finalists and suggested the Board determine a date to interview the top candidates and prepare questions in advance. Acting Director Brown distributed a handout to the Board of a printed out email pertaining to one of the candidates, which was a follow up to a trustee question. It also included a personal view. Acting Director Brown will send out to the Board the list of interview questions used by the two panels.
- The Board will send in advance over the next few days their new interview questions to Acting Director Brown, and agreed to Thursday, March 26, 2020, 1pm-4pm to administer the interviews in the Paul Collette Room (Meeting Room Side A). Trustee Greenberg will reach out to Trustee Mari on the Board's interview time and date.

**NEW BUSINESS:**

- **Recommending Trustee Alternates to Town Council**
  - Trustee Marcotte announced there are two interested Trustee Alternates, Valerie Roche and Dorianne Haverty, both former Board of Trustees. Trustee Alternates can attend any meeting and once approved can also vote if a regular Board member is absent.

**PUBLIC COMMENT:**

- Trustee Cataldo inquired about getting Chrome Books for DPL patrons especially for distance learning for children without internet access. Trustee Marcotte agreed this is a great idea. Acting Director Brown shared this has been considered in the past, but we have not purchased them, primarily because of the cost.

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Powers. Motion passed 6-0.*

- Meeting adjourned at 8:19pm.

**Next meeting is Monday, April 20, 2020 at 6:30pm in the Paul Collette meeting room, side A.**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*