

**Derry Public Library  
Board of Trustees Meeting Minutes  
Virtual Meeting via Zoom  
Monday, February 8, 2021**

**Present:** Kristen Mari (Chair), Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte (Co-Treasurer), Monica Cataldo (Secretary), Margaret Ives, Rachael Armstrong, Eric Stern (Director).

**Absent:** Dori Haverty (Trustee Alternate), Richard Tripp (Town Council DPL Liaison), Dr. Sarah Taylor (SAU Liaison)

Meeting was called to order at 6:30pm by Trustee Mari.

**Acceptance of Minutes:**

*Motion to accept the January 11, 2021 public minutes by Trustee Ives. Seconded by Trustee Cataldo. Roll Call Vote: Y Trustee Ives, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Marcotte, Y Trustee Mari, Y Trustee Armstrong, Y Trustee Greenberg. Motion passed 7-0.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - General Fund FY21 (as of January 30, 2021) - expended 52.7% of the budget (7 months is 58.3% through the year with 41.7% remaining).
  - Professional Services – annually some subscriptions are paid for in July, including GMILCS.
  - Special Fund FY21 (as of January 30, 2021) – balance \$133,541.82. The balance increased \$300 from the prior month. The Fiscal YTD balance has increased \$4,704.
  - Trustee Cataldo inquired about the difference of Professional Services between the expense breakdown categories for the financial reports of the General Fund and Special Fund. Trustee Powers explained if DPL receives money into the Special Fund, and part of it is for Professional Services, it can be expended for such. Also, if DPL needs additional Professional Services on top of what is budgeted with the General Fund, then DPL can use the Special Fund for that as well. In addition, if there is an over-expend in the General Fund, for instance, with Professional Services needing additional services such as for legal services or architectural fees, then DPL can utilize the Special Fund with more spending flexibility based within a certain criteria. Director Stern discussed how fine money is addressed in the NH RSA's and how the Special Funds can be utilized for also materials, revenue generating equipment and general upgrading (i.e. certain building renovations).

**Director's Report:**

- Director Stern presented the Director's Report which was accepted by the Board.
  - Circulation Librarian, Julie Brown, had her last day at DPL on February 3, 2021. She will truly be missed by everyone as an integral part of DPL for 14 years. Her position was posted on February 1, 2021 through the NH Library Jobline, DPL website, on the NHAIS listserv and GMILCS. Applications are currently being accepted.
  - Director Stern's office continues to heat uncontrollably, up to the low '80s. The Town DPW requested DPL works with ENE to replace two valves which are in a difficult reach location (which catwalks in the mezzanine would fix). DPW believes this will solve the office heating issues. A scissor lift will be needed to rent in order to accomplish this repair. Town DPW diagnosed a fault in the controller that was installed outside of Meeting Room B, therefore Alliance Mechanicals returned to replace the controller, re-wired it and in result this resolved Meeting Room B heating issues.
  - Trustee Ives praised Susan Brown's (Assistant Director) report on several new displayed portraits of influential Derry women in DPL: Lesley Frost, Mary Lyon, Elsie Gaskin, Fanny Fern, Lois Lenski.
  - Trustee Cataldo and Trustee Ives commented how wonderful the new "Book Box Program" is for three Book Box subgroups: Adult, Teen and Junior (serving ages 4-12).

- Regarding the vacant position upon Julie Brown’s departure, Trustee Greenberg mentioned the screening and interview process is done by Director Stern, Assistant Director Brown and Julie Gilchrist (Head of Circulation), and then they will bring forth their recommendation to the Personnel Committee. The Personnel Committee will then make a recommendation to the Board of Trustees.

**NEW BUSINESS:**

- Position description review & approval for recently-posted Lib1 vacancy
  - *Revised* Circulation Services Librarian (Lib1) description-Director Stern discussed the clarifications of language changes made under “Essential Job Functions” and in the final paragraph regarding Americans with Disabilities Act (A.D.A.). Trustee Mari asked if the Personnel Committee reviewed the revisions. Director Stern shared the revisions were reviewed via email.

*Motion to accept there are no other questions regarding the Revised Circulation Services Librarian (Lib1) description by Trustee Marcotte. Seconded by Trustee Greenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Mari, Y Trustee Ives, Y Trustee Cataldo, Y Trustee Powers, Y Trustee Armstrong. Motion passed 7-0.*

- Policy review & approval
  - *Revised* Public Computer and Internet Use Policy - Director Stern explained a new title, condensing language and what was essentially the social media policy has been expanded out into a separate policy.
  - *New* Social Media Policy – Director Stern explained there is a lot more detail in this new separate policy.

*Motion to accept the New Social Media Policy and Revised Internet Policy as written by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Cataldo, Y Trustee Armstrong, Y Trustee Mari, Y Trustee Ives, Y Trustee Marcotte, Y Trustee Greenberg, Y Trustee Powers. Motion passed 7-0.*

**OLD BUSINESS:**

- FY22 DPL Budget review & approval
  - Revised budget w/ narrative, per updated benefits numbers from Town CFO & salary changes to vacant Lib1 Circulation position -Director Stern shared the new upper hourly rate limit of Julie Brown’s replacement- \$21.07. Trustee Ives asked if the Personnel Committee reviewed this revised budget. Trustee Greenberg stated that they did not, but that she fully supports it.

*Motion to approve the revised budget as presented by Trustee Greenberg. Seconded by Trustee Powers. Roll Call Vote: Y Trustee Greenberg, Y Trustee Powers, Y Marcotte, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Ives, Y Trustee Armstrong. Motion passed 7-0.*

- Patio project
  - Review fence installation quotes- Director Stern explained there are two quotes from Penney Fence (\$5,900) and Fences Unlimited Inc. (\$6,258). There’s a significant delay in getting materials (approximately 10-12 weeks) so committing to a contractor now is important. Trustee Marcotte asked whether the purpose of the fence was to keep people out or people in. Director Stern commented the fence installation purpose is truly for safety purposes to prevent young children running into the park, as well as to keep people out after hours. Trustee Mari asked Director Stern’s preference in reference to the quotes. Director Stern recommends Penney Fence from solid recommendations from the Town.

*Motion to move forward with Penney Fence as the fencing company for the patio area by Trustee Greenberg. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Greenberg, Y Trustee Armstrong, Y Marcotte, Y Trustee Cataldo, Y Trustee Mari, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.*

- Review window-to-door installation quotes-Director Stern explained there were three quotes from Northeast Door (\$3,425), Granite State Glass (\$4,100), and Tom Gregoire (\$5,862). A few weeks after the patio installation, the window-to-door conversion will be done. Director Stern wants to follow up with Northeast Door for greater detail, and if it comes in under the other quotes, and under \$5,000, to move forward. The Board was in full support of this. Trustee Greenberg requested clarification on thermal pane quality in the glass of the door. Director Stern will investigate further.
- Follow-up re: correspondence with potential DPL donor
  - Director Stern discussed how he is in communication with the potential DPL donor, cordially invited her to attend a future Board meeting, and how she was very pleased with DPL's thoughts on the patio, the front of the building and the sign. Trustee Mari asked what the consideration of payment is for the DPL projects. Trustee Powers discussed DPL has the Capital Reserve Fund and a surplus in the General Fund budget as options to consider for covering the DPL projects in mind, should a monetary donation not be forthcoming. Trustee Mari discussed the RSA re the capital reserve fund, but clarification is needed on how to proceed. Director Stern will reach out to Mark Fleischer, Town CFO, for more info.
- Library services and hours in Stage 6 of Pandemic Service Plan
  - Director Stern is cautiously optimistic and is hopeful to add in morning walk-in service (replacing some or all of the appointment access) by the next Board of Trustees meeting, March 15, 2021. The Board is in full agreement re increasing walk-in opportunities.
  - Trustee Cataldo inquired what the data is for DPL patrons entering. Director Stern shared the Children's Room has been slow compared to the upstairs, but he and trustee Armstrong noted that foot traffic should pick up when the Children's Room starts morning walk-in service with more flexibility. Erin Robinson's Pandemic Diaries receiving front-page media attention in the Union Leader and Derry News (and soon, Fox News Boston) was fantastic "free" publicity, which definitely generated foot traffic in the library.

**PUBLIC COMMENT:**

- The Board expressed their sincere gratitude and well wishes to Trustee Mari who will be missed. She volunteered three years of outstanding service to the Library as Chair of the Board of Trustees.
- Director Stern highlighted the final printout in the supplemental materials, which showed comments to Jen Khoury's Facebook question asking what patrons loved about their library (for national library month). The comments from DPL patrons were heartwarming, and the Board reiterated how proud they were of DPL staff throughout the pandemic.

**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 Greenberg, Y Trustee Powers. Motion passed 7-0.*

- Meeting adjourned at 7:34pm.

**Next meeting is Monday, March 15, 2021 at 6:30pm, virtually via Zoom**  
*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*