

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

Present:, Elizabeth Greenberg (Vice Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Meryle Zusman, Susan Brown (Assistant Director), Kathleen Kenny (Director)

Absent: Rachael Armstrong (Chair), Victoria Austin (Trustee Alternate), Erin Spencer (Town Council DPL Liaison)

The meeting was called to order at 6:28 p.m. by Trustee Greenberg.

PUBLIC SESSION

Amendments to Agenda:

Director Kenny requested to add a discussion of two new revenues added since the last meeting.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting, held on November 18, 2024, as amended, by Trustee Marcotte. Seconded by Trustee Cataldo. Motion passed 6-0.

Treasurer Report:

Trustee Lindenberg noted that the library is five months into FY2025 and that there is nothing of concern related to expenditures.

Trustee Powers requested that, beginning in January, the Special Funds report add a template comment for funds received from and given to the Friends of the Derry Public Libraries. She also asked that the finance committee set up a time to meet before the next BOT meeting to go over the proposed FY26 budget.

Director and Staff Reports:

Director Kenny reported that the roof issue is still ongoing, she has been in contact with SNF, and they will come out before Christmas to assess the leak problem.

The library received a 3D printer from the Midgard Hobbies & Games fund raiser.

Trustee Marcotte asked about how the 3D printer will be used, where located, and costs for supplies. Assistant Director Brown said that since the printer is new to the library, there will be more complete information about it at next month's meeting. However, Midgard also provided supplies and funds for future supplies needed to run the 3D printer. The board will vote to accept the printer and the extra funds as gifts at next month's meeting, once the total value is determined.

Trustee Cataldo asked about the inventory of the library's art collection. Asst. Director Brown responded that an inventory of the more valuable items was done under former Director Stern's term for insurance purposes, but the library will be doing a more complete inventory of all the artworks.

Gifts:

- Motion to accept \$100 donation from First Parish Church as thanks for the DPL's repair to their bible. *Trustee Powers made a motion to accept this donation, seconded by Trustee Greenberg. Motion passed 6-0.*
- Motion to accept \$425 from The Friends of Derry Libraries designated for fall and upcoming programs. *Trustee Powers made a motion to accept this donation, seconded by Trustee Cataldo. Motion passed 6-0.*

Trustee Marcotte questioned having to make a motion when accepting gifts from The Friends of Derry Libraries. Asst. Director Brown said that she'd discussed this with Mark Fleischer, from the town finance department. He said that accepting all unanticipated revenues is a "best practices" accounting guideline.

Motion to accept any and all unrestricted monetary gifts and unanticipated revenues received between the last Board of Trustees meeting and this meeting by Trustee Powers. Motion passed 6-0.

Correspondence:

Director Kenny ordered and received the staff gift cards from Amazon. Trustee Cataldo purchased the holiday cards, wrote messages in each and included the gift cards. These will be passed out at this week's staff holiday party.

Announcements:

No new announcements.

Public Comment:

There was no public comment.

NEW BUSINESS:

- Budget creation for FY2026

- Approval of 3% raises - This is built into the salary scale. *Trustee Greenberg made a motion to approve the 3% raise, seconded by Trustee Lindenberg. Motion passed 6-0.*
- Capital Improvement Project budget - for handicap parking.
The library is requesting \$150,000 for this budget, an increase from \$110,000, at the recommendation of the town. There was discussion regarding whether this should be a request for the 2025 FY or the 2026 FY. The original plan was for the 2025 FY, but Asst. Director Brown will confirm that with the town. *Trustee Greenberg made the motion to approve this request with the corrected year, seconded by Trustee Cataldo. Motion passed 6-0.*

There was some discussion about future capital improvement projects. Former Director Stern had made a list of possible improvements, including a remodeling of the circulation desk to make it more ADA compliant.

Asst. Director Brown also mentioned the possibility of having an electrician check out the wiring in the Electrical Room, where the server, phone lines and internet router reside. Apparently, some of the wiring is no longer connected to anything, and some of the labeling is incorrect and/or incomplete.

Trustee Powers noted that the Library's Secure Trustee site has an "Updated Project Priority List" file from 9/21/2020. Many of the items on the list have already been accomplished.

- Minimum staffing plan
 - Recommendation of a minimum number of four staff required to keep the library open as an emergency warming or cooling center and/or in the event of staff shortages due to weather or illness.

OLD BUSINESS:

Personnel committee approved offers for administrative assistant candidate and two circulation substitutes. *Trustee Greenberg made the motion to approve the hiring of these candidates, seconded by Trustee Cataldo. Motion passed 6-0.*

Personnel committee also expanded the wage schedule from 10-15 steps. The only monetary adjustment was to the director's line, continuing to higher steps at the 3% increase rate. *Trustee Marcotte made the motion to accept the updated salary schedule, seconded by Trustee Greenberg. Motion passed 6-0.*

The library is still looking to fill the position of recording secretary for BOT meetings.

Trustee Powers reminded the Board of the filing period (January 22-31) for the March town elections that includes three Trustee positions of 1 and 3 years.

BOT meeting for January was updated to January 22 (a Wednesday).

Personnel and Finance Committee meetings were planned to occur before the next BOT meeting. Susan's succession plan was discussed since it impacts the budget. No firm dates have been decided upon.

ADJOURNMENT:

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

Meeting adjourned at 7:48 p.m.

Next meeting is Wednesday, January 22 at 6:30 p.m. in Meeting Room Side A.
Minutes respectfully submitted by Monica Cataldo, Board Secretary