

**Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, June 17, 2024**

Present: Rachael Armstrong (Chair), Caitlin Powers (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Lorraine Lindenberg, Meryle Zusman (Trustee Alternate), Susan Brown (Acting Director), Lisa Carvalho (Recording Secretary)

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

The Meeting was called to order at 6:32 by Trustee Armstrong.

PUBLIC SESSION:

Amendments to Agenda:

There were no Amendments to the Agenda.

Acceptance of Minutes:

Motion to accept the Minutes of the Board of Trustees meeting, held on May 20, 2024, as amended, by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Motion to accept the Minutes of the Personnel Committee meeting, held on May 28, 2024, by Trustee Armstrong. Seconded by Trustee Marcotte. Motion passed 6-0.

Treasurer's Report:

- Trustee Powers stated that once the fiscal year closes, DPL will probably be over the general fund budget. At that point we will look to move expenditures that are eligible to be paid out of the Fine Account. Acting Director Brown believes that it will be close, as the \$10,000.00 Capital Improvement reimbursement to cover the chiller has not yet been transferred into the budget. Trustee Powers stated that she sees it as a pending transaction.
- Trustee Powers noted the special fund balance is well funded. If for some reason we do not exceed our general fund balance, the Board can vote to move surplus funds into the Capital Reserve fund for the benefit of the library. This was done twice this year to request funds for the valve replacement and the chiller repair.
- Trustee Powers stated that this year has included unusual accounting. There have been insurance reimbursements, legal expenses, disability claims and the Capital Reserve reimbursements. The accounting is itemized at the top of the page of our budget. Acting Director Brown stated that the Town has been very supportive of DPL.
- Trustee Cataldo stated that she received an email from the NHLTA. They are offering a free class on Budgeting on Tuesday, July 16, 2024, at 10:00 am in Concord, NH, at The Center at 25 Triangle Park Drive. The registration deadline is June 30, 2024. Trustee Powers suggested that Board members attend in preparation for cessation of her duties as Treasurer in February.

Acting Director's and Staff Reports:

- Acting Director Brown stated that Ray Fontaine, Head of the Children’s Department, submitted an application for a grant from the Children's Literacy Foundation while attending one of their workshops. DPL partners with CLF for a variety of activities. She received notification that DPL will receive one of their Summer Reading Grants, which involves books to give away, plus underwriting a program. Scheduling is under way.
- Trustee Cataldo stated that she was pleased to see in the report that Erin Robinson, Genealogy and Reference Librarian, has written another book. Erin recently published *The Beginner’s Guide to Cemetery Sleuthing: Scavenger Hunt and Workbook*. Its cover features a photo from Salem’s Old Burying Ground. Many sites in Forest Hill Cemetery and Windham’s Old Cemetery on the Plains are included. Ms. Robinson donated a copy of the self-published book to the DPL.

Gifts:

Motion to accept a \$1,000.00 gift from the Derry Medical Center Charitable Foundation by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 6-0.

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

Correspondence:

There was no Correspondence.

Announcements:

There were no Announcements.

Public Comment

There was no public comment.

NEW BUSINESS:

- Approve hiring new Circulation Substitute: Acting Director Brown stated that a new substitute candidate has been recommended to DPL by Alex Osterhoudt, Head of Circulation Services.

Motion to hire Angela Carson for the position of substitute Library Assistant 1 at the rate of \$15.12 per hour by Trustee Armstrong. Seconded by Trustee Lindenberg. Motion passed 6-0.

Trustee volunteers to scoop ice cream at the Children’s End of Summer Read Party on 8/8/24:
Trustees Marcotte, Lindenberg and Cataldo will happily serve.

OLD BUSINESS:

Discuss Director Recruitment: Acting Director Brown stated that to date she has done phone interviews with 5 candidates. They were all qualified. Two of the candidates spent the previous weekend researching local real estate and subsequently withdrew their applications. Three

interviews have been set up for Wednesday, June 26, 2024. The goal is to come through these interviews having 1-2 candidates who will then meet with the full Board. The Board discussed scheduling additional dates for the interview process.

Trustee Marcotte asked if there was an Exit Interview for former Director Stern. Trustee Lindenberg stated that in former Director Stern's last Director's Report, he wrote recommendations and comments from his perspective. No formal Exit Interview occurred. The Board agreed that it was unnecessary. Trustee Armstrong and Acting Director Brown shared comments from their conversations with Director Stern.

Discuss Building Updates: Acting Director Brown stated that there are currently no issues with the building. Trustee Cataldo inquired if the Town of Derry had made contact regarding whether the DPL will be a cooling station during the upcoming heat wave. Acting Director Brown responded in the affirmative.

Trustee Cataldo shared that five of the members of the Board of Trustees attended the NH Library Trustees Association (NHTLA) Conference on June 5, 2024. Trustees Marcotte, Ives, Lindenberg, Greenberg and Cataldo were in attendance. The presenter's slideshows will be available at [New Hampshire Library Trustees Association \(nhlta.org\)](http://New Hampshire Library Trustees Association (nhlta.org)).

Trustee Marcotte commented on the content from one of the classes he attended. He had a conversation with the presenters, who are lawyers, who suggested discussions around having a contract with the new Director of the library. Trustee Marcotte suggested the Board take further thought on the matter.

Trustee Marcotte noted a suggestion of the DPL having a virtual option to set up appointments with our Notaries.

He referred also to the Amityville Library in RI that he recently visited. Their Unusual Items include such things as power washers and other landscaping tools that could be donated to DPL to loan out.

Trustee Alternate Zusman stated that the Keynote Speaker's presentation was on AI and Libraries, and stressed the importance of libraries in that context. The speaker discussed the power of technology. Is content copyrighted? Can AI content be considered slanderous? Acting Director Brown stated that she believes this issue highlights the importance of libraries. Ask the internet a question and you will get 1,000 answers; ask a reference librarian and you will get the right answer. Trustee Powers suggested the library offer a class on AI Issues for the public.

Acting Director Brown responded that the NH State Library has offered an AI class to public libraries, and DPL Staff received this instruction in-house as well. Trustee Powers stated that AI can be beneficial. Microsoft offers a product called CoPilot that could be beneficial to the work of the Staff. Trustees Marcotte and Powers commented that they had each used the technology to write an obituary by entering key words about the deceased and answering a few questions. Both were quite pleased with the result that required little editing, and during a difficult time. Trustees Lindenberg and Greenberg attended the Intellectual Freedom class. AI was discussed as it can be very beneficial, but caution is warranted. Benefit to the Staff could be utilized to make PowerPoint presentations in the same manner by providing information and allowing AI to build the presentation. The Keynote Speaker demonstrated the process. He also encouraged libraries to include limitations, if need be, in their policies. Acting Director Brown stated that she will ensure that DPL has the most recently updated version of the Intellectual Freedom Manual on site.

Trustees Lindenberg and Greenberg attended the class on Reconsideration of Books. There was discussion on details of the DPL policy, which can be found at [Request for Reconsideration of Materials \(derrypl.org\)](https://derrypl.org).

Trustee Cataldo attended the Legislative Tracking and Policy Advocacy class. She stated that by searching for the word “library” at [The General Court of New Hampshire \(state.nh.us\)](https://www.state.nh.us), any bill that has to do with the library will be displayed. If there are bills that may affect DPL, the Board of Trustees can hold a public meeting and invite legislators to discuss those bills. Acting Director Brown responded that the NHLA has a group of librarians that track bills to keep them informed and communicate with all libraries on specific bills so that the Staff is informed quickly. If a library is affected, they can attend the hearing. Some of the groups submit position papers to the Committees.

ADJOURNMENT

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Motion passed 6-0. Meeting adjourned at 7:21 pm.

Next meeting is Monday, July 15, 2024, at 6:30 pm in Meeting Room Side A.
Minutes respectfully submitted by Lisa Carvalho, Recording Secretary