

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, January 10, 2022

Present: Elizabeth Greenberg (Chair, attending remotely via Zoom), Rachael Armstrong (Vice Chair), Caitlin Powers (Treasurer), Pete Marcotte, Monica Cataldo (Secretary), Margaret Ives, Lorraine Lindenberg, Eric Stern (Director), Erin Spencer (Town Council DPL Liaison, attending remotely via Zoom), Victoria Austin (Trustee Alternate, attending remotely via Zoom)

Absent: Dr. Sarah Taylor (SAU Liaison)

Meeting was called to order at 6:23pm by Trustee Greenberg.

PUBLIC SESSION:

Amendments to Agenda:

- Trustee Marcotte requested discussion of DPL's request for reconsideration policy/form; the policy for the new outdoor digital message center; and possible collaboration with UNH, as the UNH library has offered assistance to public libraries. These items will be added under new business.

Acceptance of Minutes:

- Trustee Marcotte requested clarification under the director's report, indicating his preference that the library not close during construction if possible. Trustee Powers requested clarification under new business, noting that exact numbers from Mark Fleisher will not be available until February 2022.

Motion to approve the Board of Trustee Meeting minutes on December 13, 2021 as amended by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

Motion to accept the Personnel Committee Meeting minutes as written on January 3, 2022 by Trustee Greenberg. Seconded by Trustee Marcotte. Roll Call Vote: Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Ives. Motion passed 3-0.

Motion to accept the Finance Committee Meeting minutes on January 3, 2022 by Trustee Powers. Seconded by Trustee Lindenberg. Roll Call Vote: Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Powers. Motion passed 3-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was reviewed by the Board.
 - Trustee Cataldo caught 3 typos showing 2021 at the top of the reports. Trustee Powers will update.
 - Trustee Powers explained the process for accepting and crediting unanticipated insurance monies from the payout for the glycol spill. The trustees will need to schedule a public hearing to accept the funds, and once done, vote to approve a supplemental appropriation. This will then become an adjustment to the appropriation on the General Fund ledger. Trustee Greenberg suggested to schedule the hearing on February 14, 2022 at 6:15pm before the 6:30pm Board of Trustees Meeting.
 - Trustee Powers shared the budget is in good shape six months through.
 - Trustee Greenberg asked if the \$1,000 deductible will be reimbursed, because ENE was responsible for the spill. Director Stern commented that Primex is working to get that deductible reimbursed.
 - General Fund FY22 (as of 01/03/22) – expended 48% of the budget (6 months is 50% of the year).
 - Special Fund FY22 (as of 01/03/22) – balance: \$179,112.38. The digital sign has been installed and SignsNow has been paid. \$17,795 remains encumbered for the DPL Front Walkway Construction.

Director's Report:

- Director Stern presented the Director's Report which was reviewed by the Board.
 - Trustee Greenberg asked about budget impacts of Hudson joining GMILCS. Director Stern explained there are expenses which GMILCS is contemplating that could offset some of the savings, but that there would be a lower number for FY23. More will be known after the 01/20 GMILCS meeting.
 - Trustee Greenberg asked about the outreach to collaborate with the Derry schools. Director Stern confirmed that he would be visiting the schools personally every Friday, starting sometime in February. He wants to establish a presence there and make sure the system is working smoothly before handing off the delivery/pickup duties to another staff member.
 - Trustee Marcotte asked about the timeframe for ENE to service the DPL boiler. Director Stern does not have a timeframe yet since there is one town-recommended technician that is booked out.
 - Trustee Ives praised DPL for winning the "Food for Fines 2021" between Derry and Londonderry. Director Stern stated that this was a wonderful collaboration and he looks forward to doing it again. Between both libraries, over 2,000 items were collected for the communities.
 - Trustee Alternate Austin asked about the \$45,000 carpet project and if there had been past quotes for the carpet. Director Stern plans to get quotes if that is approved as part of the CIP.
 - Trustee Ives commented how wonderful Julie Gilchrist's articles were under Circulation Services.

Gifts:

- Director Stern clarified from the last meeting that when accepting "any or all gifts," the Trustees are only accepting gifts that have no restrictions. Trustee Alternate Austin agreed with this additional verbiage.

Motion to accept any or all nonrestricted gifts in the course of the month by Trustee Powers. Seconded by Trustee Lindenberg. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

NEW BUSINESS:

- Personnel Committee meeting report – 2 recommended hires
 - Filling part-time position in the Reference department; LIB1, step 1. Director Stern recommends transferring Patrick Arnold from the Circulation Department to the Reference Department to replace Natasha Bairamova. He will start at step 1 of LIB1, working 20-25 hrs./wk.

Motion to transfer Patrick Arnold from Circulation to Reference as a LIB1, step 1, at \$19.86/hr. by Trustee Greenberg. Seconded by Trustee Marcotte. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Filling part-time position in circulation department; LA1, step 5. Director Stern recommends promoting DPL sub, Dianna Rodriguez, to replace Patrick Arnold when he transfers to the Reference Department. She will start at step 5 of LA1, commensurate with her experience in Salem.

Motion to promote Dianna Rodriguez from Circulation Sub to LA1, step 5, at \$18.47/hr. by Trustee Greenberg. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Finance Committee meeting report- FY23 budget discussion
 - Review & provisional approval of draft FY23 DPL budget – Trustee Powers briefly outlined the finance committee's recommended budget. Director Stern highlighted the significant savings on the group health insurance line for FY23. Trustee Powers mentioned how two years ago changes were made to the health insurance policy offerings, adding two person and family plans, and that funds had been cut from the general fund materials budget to compensate. The proposed FY23 budget seeks to restore the cut materials funds. There is a bottom-line 1.22% increase from FY22 to FY23.

Motion to provisionally approve the FY23 budget to submit to the town to start the budget process by Trustee Powers. Seconded by Trustee Marcotte. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Approval of revised CIP schedule – this was discussed at the previous full board meeting, but not voted on.

Motion to approve the revised CIP schedule, as discussed at a prior meeting, to submit to the town by Trustee Powers. Seconded by Trustee Lindenberg. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Approval to purchase commercial grade carpet cleaner in FY22 – Director Stern discussed how the Town DPW recommended the acquisition of this specific carpet cleaner, which exceeds \$5k.

Motion to approve the purchase of the carpet cleaner by Trustee Cataldo. Seconded by Trustee Armstrong. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Collection Development policy & Request for Reconsideration of Library Materials form
 - Trustee Cataldo discussed attending a Zoom presentation by United for Libraries regarding collections policies and the process for reconsideration of library materials. Goffstown has an extensive policy and Monica suggests the Policy Committee meet to evaluate and possibly revise the DPL Collection Development Policy and Reconsideration of Materials form. The Board is in favor of this suggestion and thanked Trustee Cataldo for attending the presentation.
- Digital Message Center Policy
 - Trustee Marcotte asked questions about what local organizations can post messages to the new sign, and inquired about DPL policies. Director Stern confirmed that policies are in place to address this, and that the sign is predominantly for library use, with the rare exception being important municipal events/announcements.
- UNH Outreach to Public Libraries
 - Trustee Marcotte stated that UNH has reached out to public libraries, offering assistance. Director Stern had heard this, and will investigate. Discussion of this will be added to next month's agenda.

OLD BUSINESS:

- Continued discussion re: Recording Secretary duties
 - Director Stern continues to reach out to DPL staff regarding this position. He will widen the search and if nobody amongst regular staff or substitutes are interested, he will post it publicly.
- Covid-19 update
 - Director Stern and the Board discussed current protocols pertaining to isolation/quarantine.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Lindenberg. Roll Call Vote: Y Trustee Armstrong, Y Trustee Greenberg, Y Trustee Marcotte, Y Trustee Lindenberg, Y Trustee Cataldo, Y Trustee Ives, Y Trustee Powers. Motion passed 7-0.

- Meeting adjourned at 7:34pm.

Next meeting is Monday, February 14, 2022 at 6:30pm in Meeting Room Side A.
Minutes respectfully submitted by Danielle Mullins, Recording Secretary