

**Derry Public Library**  
**Board of Trustees Meeting**  
**New Hampshire Room**  
**Monday, August 19, 2019**  
*Accepted Sept. 16, 2019*

**Present:** Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Caitlin Powers (Co-Treasurer), Pete Marcotte (Co-Treasurer), Valerie Roche, Elizabeth Greenberg (Secretary), Richard Tripp (Council Liaison), Cara Barlow (Library Director).

**Absent:** Dorianne Haverty

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

**Amendments to Agenda:**

- Director Barlow requested to discuss under NEW BUSINESS two personnel items and an update on the Derry 300<sup>th</sup> Anniversary Time Capsule.

**Acceptance of Minutes:**

- Trustee Mari clarified on page 3 of the July 15, 2019 public minutes that there will be just an update and not finalized compensation levels for the September 2019 Personnel Committee meeting.

*Motion to approve the July 15, 2019 public minutes made by Trustee Roche. Seconded by Trustee Mari. Motion passed 5-0-1 with Trustee Greenberg abstaining.*

**Treasurer's Report:**

- Trustee Powers presented the verbal Treasurer's Report which was accepted by the Board.
  - Year-end financials will be presented once the Town books for FY19 are closed.

**Director's Report:**

- Director Barlow presented the Director/Staff Report which was accepted by the Board.
  - Update on the time capsule that is housed in the DPL New Hampshire Room. The 300<sup>th</sup> Anniversary Committee publicized the opening of the time capsule without consulting with the Library, resulting in local and national newspapers writing a story about the missing contents of the time capsule.
  - Trustee Mari commented how wonderful her experience was attending the End of the Summer Reading Program event hosted by the DPL Children's Room.
  - Trustee Roche requested that Director Barlow replace or remove the word "private" for the Weekly private meetings with Jess and Meryle on page 1 of the Director/Staff Report, to write out the names of groups rather than using initials, and to update the Board on the outcome of the meeting with Economic Development Director Beverly Donovan.

**Announcements:**

- No Announcements.

**Gifts:**

- A \$50 gift from Cynthia Powers
- A \$500 gift from Gilbert Slater designated for the Children's Room
  
- **PUBLIC COMMENT:**
- Mike Pelletier, Derryfest volunteer, shared his childhood memory of the time capsule ceremony approximately 50 years ago that was buried out front of the original entrance way.
- Catherine Prudhomme O'Brien spoke regarding her opinions on the time capsule, two Derry Public Library books, and a Facebook post regarding the Conway Public Library doing Drag-Queen story time for children. Mms. Prudhomme-O'Brien and other members of the public complimented the Board on the professionalism of the Board and the Library.
- Director Barlow responded that the Library is not involved with the Nutfield 300<sup>th</sup> Committee or the maintenance of the history/contents of the time capsule.
- Director Barlow requested the Ms. Prudhomme O'Brien follow the process that the Board of Trustees have set out for challenged materials if she would like books removed from the collection.
- Director Barlow stated that prior to Ms. Prudhomme O'Brien raising the topic, there has been no discussion that she was aware of regarding of hosting a drag queen story time at the Derry Public Library.

**NEW BUSINESS:**

- Director Barlow notified the board of the resignation of Alissandra Murray, a part-time circulation library assistant, and Alexis MacDonald-Britton, a part-time children's librarian. Both are leaving for full-time benefited positions. Trustee Greenberg volunteered to conduct the exit interviews.
- Director Barlow recommended Jennifer Khoury, a current circulation staff member, for the part-time reference department position. If approved Ms. Khoury would work part-time in the Circulation Dept., part-time in the Reference Dept.

*Motion to approve Jennifer Khoury as a part-time reference librarian (LIB2), weekly reference hours not to exceed ten, starting rate \$20.60 made by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0.*

- **Revised job descriptions approved by the Personnel Committee**
  - Head of Circulation

*Motion to approve the Head of Circulation Services position description as amended made by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.*

- Head of Reference Services

*Motion to accept the Head of Reference Services position description as amended made by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.*

- Assistant Library Director Rider

*Motion to accept the Assistant Library Director Rider description as amended made by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.*

#### **OLD BUSINESS:**

- **Strategic Planning Committee minutes-July 24, 2019**

- Trustee Mari shared updates are being made and will be shared at the September Board meeting.
- It was announced that Trustee Roche has resigned from the committee and Ms. Murray is no longer an employee so is no longer on the committee.
- Current Strategic Planning Committee members are: Trustee Mari, Trustee Paradzick, Director Barlow, Assistant Director/Head of Reference Susan Brown, Head of Circulation Julie Gilchrist, Head of Children's Services, Ray Fontaine, and Children's Services Library Assistant Michelle Bellavance.

- **Updates**

- Personnel Committee
  - Trustee Mari will be setting a meeting date in September to begin review of staff compensation.
- Friends/Insurance
  - Director Barlow read to the Board the minutes from the Friends of the Derry Libraries August 17 meeting. In the minutes it's recorded that the Friends had several unanswered questions regarding becoming library volunteers related to their constitution and bylaws.
  - The Board instructed Director Barlow to contact the Friends' Chair, Fred Kinsella and ask what the unanswered questions were and for a copy of the Friends' constitution and bylaws to share with the Board of Trustees.
  - The Board also instructed Director Barlow to invite Mr. Kinsella or a representative from the Friends to the September 16, 2019 DPL Board of Trustees meeting so that the questions the Friends have may be answered.
- Boiler
  - Director Barlow shared that a vendor was selected through the Town Bidding process to install a new boiler. The project will be completed by September 30, 2019.

- **Teamwork at the Top training**

- The Board shared their feedback to decide upon having this workshop.
- Trustee Mari discussed possible topics that could be covered by Hoadley Consulting. The Board can decide on a date for the workshop.
- The consensus of the Board was to move ahead to schedule a workshop.

**PUBLIC COMMENT:**

- Council Liaison Tripp shared his thoughts on the comments from the public on drag-queen story time.

**ADJOURNMENT:**

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

- Meeting adjourned at 8:03pm.

**Next meeting is September 16, 2019 at 6:30pm in the New Hampshire Room**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*