

Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, September 16, 2019
Approved Oct 21, 2019

Present: Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Pete Marcotte (Co-Treasurer), Caitlin Powers (Co-Treasurer), Dorianne Haverty, Valerie Roche, Richard Tripp (Council Liaison), Cara Potter (Library Director).

Absent: Elizabeth Greenberg (Secretary)

Meeting was called to order at 6:32pm by Trustee Mari.

Friends of the Derry Libraries-Insurance

- Fred Kinsella, Chair of the Friends of the Derry Libraries, shared that the Friends are not interested in purchasing insurance or becoming volunteers of the Derry Public Library.
- Trustee Mari stated that the Friends need to be covered by liability insurance to operate in the Library. They have three options: The Friends get insurance, the Friends become library volunteers so that they are covered by the Library insurance, or the Friends come up with a third option that addresses the lack of insurance.
- The Board requested that the Friends of the Derry Libraries' discuss this issue at their October 15 Board meeting and bring a recommendation to the November 18, 2019 Board of Trustees meeting.
- Trustee Roche shared that the Board of Trustees' intent is to keep a good relationship with the Friends and to resolve this matter.

Amendments to Agenda:

- Director Potter requested that Acceptance of Gifts be added to the agenda.

Acceptance of Minutes:

- Trustee Powers requested on page 1 of the August 19, 2019 public minutes to update Trustee title "Co-Treasurer" between Trustee Haverty and herself. A second revision request is on page 2 to edit the typo "Mms." under Public Comment.

Trustee Mari moved to accept August 19, 2019 public minutes as amended. Seconded by Trustee Marcotte. Motion passed 5-0-1 with Trustee Haverty abstaining.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - FY19 General Fund YE Budget vs. Actual Report-Town Audit started last week and changes are not expected but possible. Budget to be expended and at a zero difference.
 - For FY19 Special Fund YE Budget vs. Actual Report-Revenue & Expense performed favorably compared to the budget, resulting in a fund balance increase of \$4,636 from prior fiscal year end.
- **FY20 Special Fund Budget**
 - The proposed budget is \$72,000 as a result of a three year comparative analysis.
 - The proposed increase expenditures for special project (s) under Operating Expenses is budgeted at \$60,000 for a replaced circulation desk.

- Trustee Mari requested that the special projects list be placed on the Trustee secure site and updated regularly.
- Trustee Mari and Director Potter thanked Trustee Powers for the impressive three year comparative analysis.

Motion to approve the proposed FY20 Special Revenue Budget by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.

Director’s Report:

- Director Potter presented the Director/Staff Reports which was accepted by the Board.
 - Derryfest Update-this year the library will be in a different location, two census people will be present, Voter Registration people-Denise and Judy from 11am-1pm, and Time Capsule discussion by Erin sometime between 12-5pm.
 - Family Place Libraries Workshops-programs are weekly for five weeks on Tuesday mornings at 11:30am. Following the fourth workshop, October 1, 2019 at 11:30am will also be a Reception.
 - Trustee Roche suggested putting a formalized employee recognition policy in place.
 - Trustee Mari noted that at the next Personnel Committee Meeting an employee recognition policy will be discussed.

Announcements:

- No Announcements.

Gifts:

- A \$25 gift from the Derry Homegrown Farmer’s Market was accepted and designated for the Children’s Room.

NEW BUSINESS:

- **Personnel Committee minutes- September 9, 2019**-Trustee Mari shared with the Board that Trina Silva was provisionally approved as a Circulation Department Substitute LA1.

Motion to appoint Trina Silva as a Circulation Department Substitute LA1 at the hourly substitute staff rate of \$14.33 made by Trustee Mari. Seconded by Trustee Marcotte. Motion passed.

- **DPL compensation documents**
 - Proposed Salary Schedule
 - The current salary schedule was corrected so that all steps were a 3% increase.

Motion to adopt the proposed DPL Salary Schedule that was updated on September 6, 2019 by Trustee Mari. Seconded by Trustee Marcotte. Motion passed.

- Recommended pay adjustments
 - Trustee Mari presented a short list of staff whose pay would be adjusted due to the salary schedule correction.
 - She also recommended reclassification of Library Assistant II Julie Brown to Librarian I, step 5.

Motion to adjust the employees pay as recommended by the Personnel Committee by Trustee Mari. Seconded by Trustee Marcotte. Motion passed

- **Compensation Study**
 - Trustee Mari discussed a proposal from MRI (Municipal Resources, Inc.) regarding a compensation and classification study.
 - Goal is to have a quick 60-90 day analysis to make any necessary adjustments.
 - Trustee Mari will contact MRI for a cost to provide only a compensation study.

- **Proposed Director Performance Review Policy**
 - The Board discussed the Personnel Committee’s proposed updated Personnel Policy 3.4 Performance Reviews.
 - Trustee Roche suggested two further revisions.
 - Revise the first sentence of Section C to state “Based on the review the employee shall be given...”
 - Revise first sentence of Section D to state “In the event of a needs improvement review the employee’s performance shall be assessed based on the written improvement goals.”

Motion to approve the Performance Review Section 3.4 in the Personnel Committee as amended by Trustee Paradzick. Seconded by Trustee Powers. Motion passed.

OLD BUSINESS:

- **Strategic Planning Committee minutes-August 28, 2019**
 - Trustee Mari shared that the Strategic Planning Committee once a month over the summer. Goals to increase funding, outreach and staffing are still current.

- **Teamwork at the Top training**
 - Trustee Mari is exchanging emails to receive an updated proposal to share once received with Hoadley Consulting.

PUBLIC COMMENT:

ADJOURNMENT:

- Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed
- Meeting adjourned at 8:04pm.

Next meeting is Monday, October 21, 2019 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary