

**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*