

**Derry Public Library**  
**Board of Trustees Meeting Minutes**  
**New Hampshire Room**  
**Monday, November 18, 2019**  
*Approved December 16, 2019*

**Present:** Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Dorianne Haverty, Pete Marcotte (Co-Treasurer), Caitlin Powers (Co-Treasurer), Elizabeth Greenberg (Secretary), Valerie Roche, Cara Potter (Library Director).

**Absent:** Richard Tripp (Council Liaison)

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

**Amendments to Agenda:**

- Trustee Roche requested that Library Statistics be added to the agenda, and also an update about the Bedford Public Library meeting room policy
- Trustee Mari removed Circulation LIB1 job description update from the Agenda.

**Acceptance of Minutes:**

*Motion to approve the October 21, 2019 public minutes as amended made by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 6-0-1 with Trustee Haverty abstaining.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - FY20 General Fund bottom line is on target for the fourth period of the fiscal year.
  - Health insurance is running higher than expected. Director Potter will follow up with Town Finance and report back to the Board.
  - FY20 Special Fund Account income is on target.

**Director's Report:**

- Director Potter presented the Director's Report which was accepted by the Board.

**NEW BUSINESS:**

- **Personnel Committee- Approval of new children's department staff**
  - Director Potter shared her slate of recommended hires with the Board.
  - Trustee Mari commented the Personnel Committee had provisionally approved Director's recommendation.

*Motion to hire children's room staff as recommended by the Director and Personnel Committee made by Trustee Mari. Seconded by Trustee Paradzick. Motion passed 7-0.*

- **2020 Holiday Calendar/Library closings**
  - By consensus the Board approved the calendar of 2020 Holiday closings and Board of Trustee meetings.

- **FY21 budget planning**
  - Director Potter is gathering information for the 2021 budget. She shared a DPL budget calendar with the Board and will contact the Finance Committee to schedule initial budget meetings in early December.
- **Genealogist certification for Erin Robinson**
  - Director Potter requested the Board endorse her awarding \$1,000 to Erin Robinson to be used towards earning Genealogist Certification from Boston University.

*Motion to endorse Director Barlow awarding \$1,000 in professional training funds to Erin Robinson for Genealogist Certification program made by Trustee Roche. Seconded by Trustee Greenberg. Motion passed 7-0.*

- **Library statistics**
  - Trustee Roche questioned why the adult programming numbers had gone down and who was monitoring what programs were being selected?
    - Director Potter responded that adult programming is going very well – staff is doing an excellent job, and programming choices are supervised by Head of Adult Services and the Library Director.
    - Attendance at library programs is sometimes affected by circumstances outside of the library staff’s control such as weather, traffic and parking. Lower attendance does not necessarily speak to the quality of the programming offered.
- **Bedford Public Library meeting room policy**
  - Trustee Roche asked if Director Potter had obtained a copy of the Bedford Public Library meeting room policy, which detailed how BPL charged for meeting room use?
    - Director Potter responded that she had not yet obtained the policy.

**OLD BUSINESS:**

- **Strategic Planning Committee**
  - Trustee Paradzick shared that the next meeting will be in the second week of January.
- **Employee Compensation Study**
  - Trustee Mari shared the revised MRI proposal which was in the Board packet. Cost has been reduced to \$3,500 for a compensation study of 15 positions at the Library.

*Motion to expend \$3,500 to hire MRI for the Compensation Study made by Trustee Mari. Seconded by Trustee Powers. Motion passed 7-0.*

- **Teamwork at the Top training**
  - Board agreed to table this training idea.
- **Employee engagement event**
  - The Board delegated this event to Director Potter with a maximum \$500 budget.

- **Employee recognition program**
  - Trustees decided that Director Potter will notify them of staff achievements so that the Trustees can write a letter of appreciation to the staff member.

**ADJOURNMENT:**

*Motion to adjourn made by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 7-0.*

**Meeting adjourned at 7:35pm.**

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

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*