

**Derry Public Library  
Board of Trustees Meeting  
New Hampshire Room  
Monday, October 21, 2019  
*Approved November 18, 2019***

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

**Absent:** Dorianne Haverty, Richard Tripp (Council Liaison)

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

**Amendments to Agenda:**

**Acceptance of Minutes:**

*Motion to approve the September 16, 2019 minutes as amended by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 5-0-1 with Trustee Greenberg abstaining.*

**Treasurer's Report:**

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
  - Salaries are on target and benefits are trending a bit higher due to changes in health insurance packages at the beginning of the fiscal year.
  - Employee benefit costs will be further researched and reported back to the Board.
  - First quarterly audit by Finance Committee was completed.
  - Director Potter requested a motion to consolidate two general ledger lines in the Library General Fund.

*Motion to consolidate Library General Fund lines 1042700 – 342000 Info Technology Services and 1042700 – 342000 Info Technology Services – SECON, made by Trustee Greenberg. Seconded by Trustee Mari. Motion passed 6-0.*

**Director's Report:**

- Director Potter presented the Director Report which was accepted by the Board.
  - New dual-boiler is still not completely installed. The building does have heat.
  - One Spooky Night is Wednesday, October 23, 2019.
  - The new self-checkout station in the Children's Room is going well.

**Announcements:**

**Gifts:**

**NEW BUSINESS:**

- **Personnel Committee**
  - Trustee Mari presented the provisionally approved slate of candidates for hire.

*Motion to accept the recommendations of the Director and Personnel Committee as submitted by Trustee Marcotte. Seconded by Trustee Greenberg. Motion passed 6-0.*

- **Approval of draft revisions for the Night Custodian job description**

*Motion to approve the position description for the Night Custodian as amended by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 6-0.*

- **Approval of draft revision for Adult Services Librarian II (LIB2) job description**

*Motion to approve the position description for the Adult Services Librarian II (LIB2) as amended by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.*

- **Employee engagement event**

- Trustee Mari shared that it's been one year since the Board implemented an employee engagement event. Director Potter shared staff and Personnel Committee ideas for a morale building activities.
- Trustee Mari reminded the Board that they budgeted \$1,000 for employee events/recognition in FY20.
- The Board asked that Director Potter, Trustee Mari, Trustee Powers and Trustee Marcotte research locations, costs, and liability, bringing findings to November Board meeting.

- **Employee recognition program**

- Following up on an October Board request for an employee recognition program, Trustee Mari suggested having an Employee of the Quarter for employees going above and beyond their job duties. Nominations would be made by peers.
- Winner would be a blind draw from the peer nominations, and would receive a paid day off.
- Director Potter will draft an employee recognition procedure for the next Board meeting.

**OLD BUSINESS:**

- **Strategic Planning Committee**

- Trustee Paradzick reported on Julie Gilchrist's initial survey fundraising ideas, an update on Michelle Bellevance's Little Free Libraries project and that Natasha Bairamova is taking over former employee Alissandra Murray's responsibilities for social media, particularly the Library's Instagram page.
- Trustee Roche asked why DPL is not eligible to be on the nonprofit list of investment firms? Director Potter replied it is because the IRS considers the Library a municipal entity.
- Trustee Powers asked about a letter for tax deductible donations? Director Potter responded that a template has been created for use when needed.

- **Employee compensation study**

- Trustee Mari shared the revised MRI proposal after removal of the classification portion of the study.
- The Board asked for references for MRI. Director Potter contact other libraries, and Trustee Mari will contact MRI for references and to clarify items in the MRI proposal.

- **Friends Insurance**

- Trustee Marcotte shared that at the October 2019 Friends of the Derry Libraries Board meeting, the Friends approved purchase of a one year insurance plan (October 2019-October 2020). Long-time President, Fred Kinsella, resigned and Deede Loffler is now Acting President.
- **Teamwork at the Top training**
  - Trustee Mari does not have any updates.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

*Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0. Meeting adjourned at 7:55pm.*

**Next meeting is Monday, November 18, 2019 at 6:30pm in the New Hampshire Room**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*