

**Derry Public Library  
Board of Trustees Meeting  
New Hampshire Room  
Monday, May 20, 2019  
*Approved June 17, 2019***

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

**Absent:** Heather Paradzick (Vice-Chair), Dorianne Haverty (Co-Treasurer), Richard Tripp (Council Liaison)

Meeting was called to order at 6:38pm by Kristen Mari.

**Amendments to Agenda:**

- Director Barlow requested to discuss under NEW BUSINESS a Circulation Policy revision.
- Trustee Mari requested to discuss under NEW BUSINESS/Finance Committee Minutes regarding prioritizing for what to spend money on this year.

**Acceptance of Minutes:**

- Trustee Roche moved to accept April 15, 2019 public minutes. Seconded by Trustee Mari. Motion passed 4-0-1 with Trustee Marcotte abstaining.

**Treasurer's Report:**

- Director Barlow presented the Treasurer's Report which was accepted by the Board.
  - The Library is 83% through the fiscal year and has expended 83.5% of the General Account Fund.
  - Total Special Revenue Income as of April 31, 2019 is \$28,175.93. This is 40% below the FY19 appropriation for Fine/Special Revenue.
  - Miscellaneous Revenue for Total DPL Miscellaneous Gifts (Non-Operating) is \$3,313.
  - Director Barlow will follow up on Trustee Roche's questions about the individual lines in the Special Revenue Fund Balance report and will include that information in the June Board packet.

**Director's Report:**

- Director Barlow presented the Director's Report which was accepted by the Board.
  - Head of Circulation Julie Gilchrist included in her report that Derry resident Kathy Lane asked that the Trustees send a thank you note to the Derry Garden Club for presenting DPL with two seasonal passes to The Fells Historic Estate and Gardens. Trustee Greenberg volunteered to send out a thank you note to the Derry Garden Club.
  - Trustee Mari commented that the staff reports describe a lot of community engagement, activities and outreach done by DPL staff.
  - Trustee Roche shared that Former Trustee Helen Evans, who is the school librarian for St. Thomas Aquinas Elementary School, told her that Ray Fontaine (Head of Children's Services) did a fantastic job visiting the school, staying the entire day.

**Announcements:**

- No Announcements.

**Gifts:**

- A \$2,500 gift from Middle Country Public Library for Family Place program seed money.

*Motion to accept the gift made by Trustee Marcotte. Seconded by Trustee Roche. Motion passed 5-0.*

**NEW BUSINESS:**

- Finance Committee minutes-April 23, 2019
  - Trustee Mari requested a plan in place for what the highest priority is from the list of DPL projects to spend the money on.
- Closing DPL FY19 Finances
  - Director Barlow shared that there is as of April 30, 2019, approximately \$215,000 was remaining in the Library's FY19 General Fund budget.
  - The Board requested Director Barlow present proposals for three DPL projects with estimates to report back to the Board at the June meeting.
- Director Barlow's FY20 Health Insurance
  - Trustee Powers reviewed Director Barlow's proposed FY20 Health Insurance plan.
  - A discussion ensued about options.
  - Trustee Mari will discuss with the Town Human Resources Administrator what plan options and guidelines are available for the Board to decide upon for a DPL FY20 Health Insurance plan contribution. Trustee Mari will report back to Director Barlow and the Board.
- Circulation Policy
  - Director Barlow requested that the Circulation Policy be changed to state that patrons owing \$50 or more will not be allowed to borrow materials.

*Motion to update the Circulation Policy to include the language that patrons owing \$50 or more will not be allowed to borrow materials by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 5-0.*

**OLD BUSINESS:**

- Friends' Insurance
  - Trustee Marcotte reported that the President of the Friends' of the Libraries felt it is not necessary to have DPL cover a \$500 premium for the Friends' Insurance.
  - The Board agreed to pay the premium for the Friends' Insurance.

*Motion to pay \$600 premium for the Friend's Insurance by Trustee Roche. Seconded by Trustee Mari. Motion passed 5-0.*

- Strategic Planning Committee minutes-May 8, 2019
  - Trustee Roche discussed the guidelines for a DPL mission statement and proposed the Board vote on two mission statement options.

*Motion to adopt the mission statement for DPL "A welcoming space for the community to connect, explore and grow" by Trustee Roche. Seconded by Trustee Mari. Motion passed 5-0.*

- The Board will discuss the vision statement at the next Strategic Planning Committee meeting.

- Trustee Powers will email Trustee Mari her suggestions regarding the new vision statement.
- Update to RSA 91-A (Right to Know Law)
  - Director Barlow distributed to the Board handouts on the updated RSA 91-A Section II effective January 2019.

**PUBLIC COMMENT:**

- No members of the public asked to speak.

**ADJOURNMENT:**

- Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 5-0.
- Meeting adjourned at 7:54pm.

**Next meeting is June 17, 2019 at 6:30pm in the New Hampshire Room**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*