

**Derry Public Library  
Board of Trustees Meeting Minutes  
Paul Collette Room (Meeting Room Side A)  
Monday, February 10, 2020**

**Present:** Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Caitlin Powers (Co-Treasurer), Elizabeth Greenberg (Secretary), Valerie Roche, Susan Brown (Acting Director), Richard Tripp (Council Liaison).

**Absent:** Dorianne Haverty, Pete Marcotte (Co-Treasurer)

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

**Welcome to Trustee Candidates and Introductions:**

- The Board of Trustees and five Trustee Candidates introduced themselves. The five Trustee Candidates present were: Jeanne Roussel, Monica Cataldo, Margaret Ives, George B. MacIntyre Jr., and Rachael Armstrong.
- Trustee Mari discussed the three open Board of Trustee positions and thanked the running Trustee Candidates for their interest.
- The Board discussed the committee structure with the Trustee candidates.
- A farewell to Trustee Paradzick for her three-year Board of Trustee term ending.

**Acceptance of Minutes:**

- Trustee Roche requested on page 2 of the January 27, 2020 public minutes to replace Trustee “Greenberg” with “Roche” under NEW BUSINESS. A second revision request is on page 2 to edit the typo “there as” under OLD BUSINESS.
- Trustee Powers requested on page 2 of the January 27, 2020 public minutes to edit the typo “\$1,482.182” and replace with “\$1,481,182” under OLD BUSINESS.

*Motion to approve the January 27, 2020 public minutes as amended by Trustee Roche. Seconded by Trustee Greenberg. Motion passed 5-0.*

**Treasurer’s Report:**

- Trustee Powers presented the Treasurer’s Report which was accepted by the Board.
  - General Fund FY20 – DPL has expended 56.5% of the budget with seven months completed of the year. Wages overall continue to be on target with the salary loss of the Director.
  - Health Benefit line item continues to run over as expected (currently at 78% of budgeted).
  - Materials line item has 30.5% budget left. On a 12-month projection with a combined total for Materials from the General Fund FY20 and Special Fund FY20, approximately \$65,000 has been spent with \$35,000 left.
  - Special Fund FY20 – ahead of the game and light on expenditures. Currently have taken in 64% of budgeted revenue. Fund balance has increased about \$2,500 from previous month and \$17,205 so far to date.
  - Acting Director Brown will research the feedback from Derry Accounting Manager, Mark Fleischer on the review of budget, and present a schedule of building items including HVAC estimates to the Board for the March Board of Trustees meeting.

### **Director's Report:**

- Acting Director Brown presented the Director's Report which was accepted by the Board.
  - Trustee Mari asked if a date has been determined for the Open House to announce the winner of the 3<sup>rd</sup> annual MacGregor Poetry Contest. Acting Director Brown shared the dates of the competition are set; a date for the Open House will be announced once judges decide on the winners.
  - Acting Director Brown will share her weekly Director's email to the staff with the Board.
  - Trustee Roche asked if DPL has a policy in place for Homelessness. Acting Director Brown shared there is no policy for Homelessness as the goal is to treat all patrons alike. However there is an effective four-hour training via webinar based on the book Librarian's Guide to Homelessness by Ryan Dowd. There also is a DPL policy to allow transitional patrons who do not have a permanent address to obtain a library card.

### **Gifts:**

- A positive thank you card from DPL patron, Linda Nault, to DPL Staff for their exceptional service.

### **NEW BUSINESS:**

- **Recruitment Committee Report**
  - Trustee Roche shared an update that ads have been posted and there are 10 resumes on file. The Committee Meeting will meet on Friday, February 14, 2020 to sift through the applications and resumes. Interviews will be scheduled by two different committees by the end of the month.
- **Page resignation**
  - Acting Director Brown announced that DPL page Brad Archambault gave his notice. Since page Lizzy Garcia will be graduating this spring, we may wait to recruit for both positions later this spring.

### **OLD BUSINESS:**

- **New pay scale update for approval FY21 budget (MRI recommendation)**
  - Trustee Powers discussed how July 1, 2020 is the best time to update the new pay scale for budgeting purposes based on the MRI recommendations and wage schedule.
  - Trustee Mari requested the Board place on the Agenda the two pay scales for the April Board of Trustees Meeting.
  - Acting Director Brown will follow up with Mark Fleischer on the wage changes, and Trustee Powers will include the current grid, the proposed MRI grid, and the DPL Employee steps and salaries for the Board to review.

### **PUBLIC COMMENT:**

- Council Liaison Tripp asked what DPL volunteers do based on the data from the Adjusted Use of Library Statistics for January 2020-Total Statistics Month Year. Acting Director Brown commented the DPL volunteers clean the audiobooks and covers, children toys, cut out materials, and assist with special events for the Children's Room programs.
- Margaret Ives asked if the MRI salary survey data came from NHLTA. The Board explained how MRI does look at NHLTA statistics available online as well as contacting other comparable libraries for information.

**ADJOURNMENT:**

*Motion to adjourn by Trustee Greenberg. Seconded by Trustee Paradzick. Motion passed 5-0.*

- Meeting adjourned at 7:31pm.

**Next meeting is Monday, March 16, 2020 at 6:30pm in the New Hampshire Room**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*