

Derry Public Library
Board of Trustees Meeting Minutes
New Hampshire Room
Monday, December 16, 2019
Approved January 13, 2020

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

Absent: Heather Paradzick (Vice-Chair), Richard Tripp (Council Liaison)

Meeting was called to order at 6:29pm by Trustee Mari.

Amendments to Agenda:

- Director Potter requested to discuss under NEW BUSINESS the vacation time for Mike St. Louis (Head Custodian).
- Trustee Mari requested to discuss under NEW BUSINESS an update for the Strategic Planning Committee.

Acceptance of Minutes:

Motion to approve the November 18, 2019 minutes as amended by Trustee Roche. Seconded by Trustee Mari. Motion passed 6-0.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - FY20 expenditures are on target. It is 42% into fiscal year and the Library has expended 39.6% of its budget.
 - If there are no staffing changes, the health insurance line is projected to be approximately \$30,000 over this year due to revisions made in the health insurance benefit after the budget was set.
 - Director Potter requested that the Board approve a new line in MUNIS for the Bridge Programs (for preteens transitioning to using the teen area) and that the Board also approve \$1,000 be moved from the General Supplies line budget to the new Bridge Program line.

Motion authorizing adding a new line in the DPL's General Fund for Bridge Programs and also authorizing transfer of \$1,000 from the General Supplies line budget to the new Bridge Program line made by Trustee Mari, seconded by Trustee Powers. Motion passed 6-0

- Treasurer Powers requested that the Board empower the Finance Committee to provisionally approve the Library's FY21 Budget Submissions in order to meet the Town's January 6, 2020 deadline.

Motion authorizing the Finance Committee to provisionally approve the FY21 budget submissions with the understanding that the Board will review the draft and approve or amend at the January 13, 2020 Board meeting by Trustee Mari. Seconded by Trustee Haverty. Motion passed 6-0.

Director's Report:

- Director Potter presented the report which was accepted by the Board.
 - Due to recent heavy snow, several leaks near windows at the nonfiction end of the library. Presumption is the freezing packed snow has blocked normal drainage routes.

NEW BUSINESS:

- **Draft revisions to Circulation LIB1 job description**

Motion to accept the revised job description as amended by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0.

- **Proposed Children's Room Substitute**

- Director Potter recommended the hiring of Sandra Gotham-Norton as a Children's Room Substitute at \$14.33 per hour.

Motion to hire Sandra Gotham-Norton as a Children's Room Substitute at a rate of \$14.33 per hour by Trustee Greenberg. Seconded by Trustee Mari. Motion passed 6-0.

- **Fees for meeting room usage**

- Trustees Roche and Marcotte requested the Board to investigate charging fees for meeting room use.
 - Discussion ensued regarding the Dover Library Meeting Room Policy.
 - Trustee Marcotte requested a list of groups that have been using the Derry Public Library meeting room. Director Potter will provide such a list in the January Board packet.

- **Personnel Policies updates**

- Trustee Mari shared Personnel Manual TOC/Policies List handout with the request that the Policy Committee help with updating the personnel policies. The Board was in agreement and requested the Policy Committee to work with the Personnel Committee on updating the personnel policies.

- **Vacation Time for Mike St. Louis (Head Custodian)**

- Director Potter requested the Board approve Mike St. Louis carrying over 7.5 hours beyond his two weeks of vacation time into the 2020 calendar year.

Motion approving Mike St. Louis carrying over 7.5 hours beyond his two weeks of vacation time into the 2020 calendar year by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 6-0.

- **Strategic Planning Committee**

- Trustee Mari commented the next meeting is January 8, 2020, 6:00pm in the New Hampshire Room and any Board member is welcome to attend.

OLD BUSINESS:

- **Employee Compensation Study**
 - Trustee Mari signed the statement of work and Director Potter has provided M.R.I. with information they've requested.
- **Employee Engagement Event**
 - Trustee Greenberg requested an update. Director Potter shared the employees are excited about a winery tour with a date to be determined after the holiday season.

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0.

- Meeting adjourned at 7:11pm.

Next meeting is Monday, January 13, 2020 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary