

**Derry Public Library
Board of Trustees Meeting Minutes
New Hampshire Room
Monday, January 27, 2020**

Present: Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Dorianne Haverty (joined meeting at 6:56), Caitlin Powers (Co-Treasurer), Elizabeth Greenberg (Secretary), Valerie Roche, Cara Potter (Library Director), Susan Brown (Assistant Director).

Absent: Pete Marcotte (Co-Treasurer), Richard Tripp (Council Liaison)

Meeting was called to order at 6:26pm by Trustee Mari.

Amendments to Agenda:

- Approval of revised director job description.
- Compensation for Susan Brown as Acting Director
- Update on search process
- Board alternates

Acceptance of Minutes:

Motion to approve the January 13, 2020 public minutes by Trustee Mari. Seconded by Trustee Roche. Motion passed 5-0.

Announcements

- No announcements

NEW BUSINESS:

- **Director Job Description**

- The board reviewed a revised director job description created by Trustees Roche and Greenberg.

Motion to approve revised director job description by Trustee Greenberg. Seconded by Trustee Mari. Motion passed 5-0.

- **Compensation for Susan Brown while serving as acting director**

Motion to compensate Susan Brown with an hourly stipend of \$5.56 on top of her current salary while serving as acting director by Trustee Roche. Seconded by Trustee Mari. Motion passed 6-0.

- **Update on Search Committee activity**

- Search committee is composed of Trustees Mari, Roche and Greenberg, Town of Derry Human Resources Director Lisa Crowley, DPL Assistant Director Susan Brown and DPL Head of Children's Services Ray Fontaine.
- Committee has met twice.
- There will be panel interviews of select applicants. The panel interviews will be in two parts – a skill panel and a fit panel and will happen on the same day.

- Skills panel is composed of Trustees Mari and Roche, Lisa Crowley, Susan Brown and one library director nominated by Susan Brown.
 - Fit panel is composed of Trustee Greenberg, Ray Fontaine and DPL employees Erin Robinson, Julie Brown and Jessica DeLangie.
 - All applications will go to Lisa Crowley, who will screen and sort the applicants. Lisa will share qualified applicants' resumes with both panels.
 - Trustees Mari, Powers and Director Potter all spoke in support of screening phone interviews prior to panel interviews, and requested they be incorporated into the process.
 - Job will be posted on the DPL website, library joblists and for-fee sites such as Indeed.com.
- **Board Alternates**
 - Trustee Haverty indicated she would be willing to serve as a board alternate at the conclusion of her term as trustee (March 2020).
 - Director Potter informed the Board that alternates are appointed by the Town Council at the first Town Council meeting following the March Town elections.
 - The Board should contact Town Administrator Dave Caron by the end of February to ask that the Town Council appoint Dori Haverty as a DPL Board alternate in March.

OLD BUSINESS:

- **Review and approve proposed FY21 DRAFT budget**
 - The Board reviewed and discussed two proposed budgets – one using the current salary scale, one using the MRI Compensation Study recommendations.

Motion to approve FY21 budget incorporating the MRI compensation recommendations, resulting in a bottom line budget of approximately 1,482,182 made by Trustee Greenberg. Seconded by Trustee Mari. Motion passed 6-0.

- **Filing period for BOT seats - January 22, 2020 – January 30, 2020**
 - It was noted that as of Jan. 27 there are five individuals running for the three open trustee seats. They are: Valerie Roche, Eric Walters, George B. MacIntyre Jr., Linda Coate and Theresa Leney.

ADJOURNMENT:

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

- Meeting adjourned at 7:43pm.

Next meeting is Monday, February 10, 2020 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Cara Potter, DPL Director