

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, February 11, 2019
Approved March 18, 2019**

Present: Heather Paradzick (Vice-Chair), Elizabeth Greenberg, Valerie Roche, Pete Marcotte (Co-Treasurer), Dorianne Haverty (Co-Treasurer), Shannan McKenna (Secretary), Richard Tripp (Council Liaison), Cara Barlow (Library Director).

Absent: Kristen Mari (Chair)

Meeting was called to order at 6:31pm by Heather Paradzick.

Move to Non-Public Session:

Heather made a motion to move to Non-Public Session per RSA 91-A:3,II (a).The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Val. Roll Call Vote: Y Pete, Y Liz, Y Shannan, Y Val, Y Dorianne, Y Heather.

Motion passed 6-0.

Public session reconvened at 6:54pm.

- Cara introduced two candidates for the Board of Trustees, Jeromy Brown and Caitlin Powers.

Amendments to Agenda:

- N/A

Acceptance of Minutes:

- Heather requested a modification under OLD BUSINESS/Finance Committee section on page 2 to add in "sign" after the word 'electronic'.
- *Pete moved to accept January 14, 2019 public minutes. Seconded by Shannan. Motion passed 6-0.*
- *Liz moved to accept January 28, 2019 non-public minutes. Seconded by Val. Motion passed 6-0-1 with Heather abstaining.*
- *Liz moved to accept January 28, 2019 public minutes. Seconded by Heather. Motion passed 6-0-1 with Heather abstaining.*

Treasurer's Report:

- Dori presented the Treasurer's Report. According to her calculations there is a \$2,000 discrepancy with the revised FY19 General Account Monthly Budget Report on the MUNIS Report under line item-Professional Services, 42 & 44.

- Cara spoke about running reports according to GAAP (Generally Accepted Accounting Principles) and shared a spreadsheet illustrating her points.
- Dori will speak with Mark Fleischer, Derry Accounting Manager in the Finance Department to verify her calculations and report back to the Board at the next meeting on March 18, 2019.

Director's Report:

- Cara presented the Director's report and highlighted:
 - The staff is looking forward to part-time Children's Librarian, Yahira Vallario, starting on March 4, 2019.
 - DPL Staff, Julie Brown and Shannan May are going through the process to be certified as notaries.
 - All-Staff Training Day was very successful and photos of DPL Staff at the Currier Museum of Art will be used on social media for promoting the DPL Museum Pass Program.

Announcements:

- N/A

Gifts:

- A \$150 gift from Janice Mobsby - unrestricted.
- A \$1,000 gift from Derry Medical Center Charitable Foundation (check in hand as of 2/7/19) to support for the fourth year in a row the 2019 "Author Fest"- unrestricted.

Motion to accept the gifts made by Liz. Seconded by Val. Motion passed 6-0.

OLD BUSINESS:

- Policy Committee
 - The Board reviewed the new revisions to the consolidated Comprehensive Computer & Internet Use Policy.

Motion to accept the Comprehensive Computer & Internet Use Policy as revised by Val. Seconded by Shannan. Motion passed 6-0.

Motion to obsolete the Wireless Internet Policy and Social Media Policy incorporated already in the Comprehensive Computer & Internet Use Policy by Heather. Seconded by Liz. Motion passed 6-0.

- Personnel Committee
 - No comments regarding the Director's Performance Review.
- Finance Committee
 - No comments made regarding the January 18, 2019 Finance Committee Meeting.
- Friends Insurance
 - Pete will forward the contact information regarding the \$500 insurance to the Friends of the Library to Cara to follow through on.

- Update on employee suggestions for improvements
 - New DVD cases were ordered, more money was budgeted for program supplies, the staff is selling merchandise from the circulation desk, and Head Custodian, Mike St. Louis, got prices on new blinds for the MacGregor section of the building. Once the paperwork for the blinds is received, Cara and Mike will compare costs and call references.
- Memo of agreement with Town regarding HR support
 - In progress.
- Discussion of FY20 Library Budget
 - Cara requested a motion from the Board to approve \$2,000 for tuition reimbursement for the next fiscal year and increase the IT service contract line to \$48,000, bringing the bottom line of the budget to \$1,358,871.

Motion to approve the updated FY20 budget total to \$1,358,871 by Liz. Seconded by Pete. Motion passed 6-0.

- No revisions or comments from the Board regarding the FY20 Budget Mission & Objectives/Personnel discussion.
- Discussion of Pay Scale for Non-exempt staff
 - Cara confirmed with the Board that at their January 14 meeting they approved changing the top two steps of the assistant director line to 3%, and all other steps on the scale remain the same.
- Strategic Planning
 - Meeting reminder for February 25, 2019, 6:30pm-8pm.
 - Shannan will take meeting minutes.
 - Heather will collaborate with Cara to create the agenda/facilitate the meeting.
 - Heather requested the Board send her strategic planning materials they come across.

NEW BUSINESS:

- Cara recommended that the Director and Board be more intentional about onboarding new trustees, and create an onboarding checklist.
- Cara registered for an NH Municipal Association workshop “The Right-to-Know Law and Governmental Meetings” scheduled for March 26 at the Derry Municipal Center from 6:30 – 8:30pm. Cara can’t attend; if a Board member would like to attend in her place, please let her know.

PUBLIC COMMENT:

- Richard Tripp, Council Liaison, shared with the two Board of Trustee candidates, Jeromy Brown and Caitlin Powers that there are VFW Candidate Forums on February 20, 2019 and February 21, 2019 that allows a two minute chance to speak to share why they are running for the Board of Trustee to vote for them.

- Jeromy Brown, Board of Trustee candidate, asked if can attend the Strategic Planning on February 25, 2019. Heather shared that the Board of Trustees meetings are open to the public. Audience members can speak during public comment time or when acknowledged by the chair/moderator.
- Pete Marcotte requested a 60 second elevator pitch from Jeromy Brown and Caitlin Powers as to why they want to be a Library Trustee. Both candidates shared their own interests to the Board.
- Jeromy Brown asked the Board of Trustees to share an elevator pitch as to why they are serving as Board members. All present Board members, Heather, Val, Pete, Liz, Dori and Shannan shared why they had become Board of Trustee members.

ADJOURNMENT:

- Motion to adjourn by Pete. Seconded by Val. Motion passed 6-0.
- Meeting adjourned at 8:20pm.

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

Minutes respectfully submitted by Danielle Mullins, Recording Secretary