

Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, July 15, 2019
Approved August 19, 2019

Present: Kristen Mari (Chair), Heather Paradzick (Vice-Chair), Dorianne Haverty (Co-Treasurer), Pete Marcotte (Co-Treasurer), Valerie Roche, Caitlin Powers (Co-Treasurer), Richard Tripp (Council Liaison), Cara Barlow (Library Director).

Absent: Elizabeth Greenberg, (Secretary)

Meeting was called to order at 6:33pm by Trustee Mari.

PUBLIC COMMENT

- Fred Kinsella, Chair of the Friends of the Derry Libraries, spoke regarding the Friends of the Derry Libraries and how they are a separate and independent entity from the Derry Public Library and in his opinion do not need insurance.
- Trustee Mari responded that while there is little risk, the Friends need event and liability insurance to continue operating in a municipal building.
- DPL has been informed by Terry Knowles, Assistant Director of the NH Justice Department's Charitable Trust Division, that public libraries cannot pay the bills of other organizations, no matter how the money was raised, consequently DPL cannot pay the Friends of the Libraries insurance bills.
- Trustee Mari asked Mr. Kinsella to circle back with the Board after talking with the Friends of the Libraries at their August 13 meeting. If the Friends become DPL volunteers, which would entail following DPL Volunteer Policy, and completing all applicable forms, they would be covered by Primex and there would be no need to purchase insurance.

Amendments to Agenda:

- Trustee Roche requested to discuss under OLD BUSINESS the Friends/Insurance, budget and health insurance policy for employees.

Acceptance of Minutes:

- Trustee Mari moved to accept June 17, 2019 public minutes as amended. Seconded by Trustee Paradzick. Motion passed 5-0-1 with Trustee Marcotte abstaining.

Treasurer's Report:

- Trustee Powers presented the Treasurer's Report which was accepted by the Board.
 - Year end 2019 books are scheduled to close August 1, 2019. There could be additional FY19 bills that come in July and other adjustment may be made.
 - A Finance Committee Meeting is scheduled for August 8, 2019 with a planned agenda.

- Trustee Roche requested under the Special Account FY19-DPL Use of Bank Funds-\$18,000 line item that it be added to the key for the MUNIS Reports to report back to the Board.

Director's Report:

- Trustee Mari commented that the update of the form letter sent to patrons owing money was much friendlier and an improvement over the former message.

Announcements:

- Director Barlow distributed to the Board samples of a new ceramic DPL coffee mug that will be sold from the circulation desk for \$5 each.
- Pizzastock, an annual Jason R. Flood Memorial fundraiser for The Upper Room and the Boys & Girls Club, will be at MacGregor Park, Saturday, July 27, 2019. DPL is providing water for the event's spray tent as it's expected to be near 100 degrees that day.
- Trustee Powers asked Director Barlow if DPL has received online donations through Square and whether patrons have used the new notary service. Director Barlow shared that no one has made online donations to the Library with the exception of herself and Julie Gilchrist when they were testing the system, and there are 1-3 documents notarized for the public each week.

Gifts:

- A \$515 gift from Friends of the Derry Libraries (\$200 - supplies for the "Teen Super 8 Film Class," \$215 - "Hawk Watching in New England," and \$100 - "Not Our Average Travelers").
- On behalf of Trustee Greenberg, Director Barlow will write and send a thank you letter to the Friends of the Derry Libraries.

Motion to accept the gift from Friends of the Derry Libraries made by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0.

NEW BUSINESS:

- **Accept resignation of Jennifer DePino**
 - Trustee Mari requested in the future to update the word "Accept" with "Receive."
 - Trustee Paradzick asked what the thought is now regarding this hybrid position and Director Barlow shared that it is TBD.
- **Updated job descriptions approved by the Personnel Committee**
 - Three job descriptions were presented by Director Barlow and the Personnel Committee for approval.
 - Head of Technical Services job description was discussed.

Motion to accept the Head of Technical Services description as amended made by Trustee Mari. Seconded by Trustee Powers. Motion passed 5-0-1 with Trustee Marcotte abstaining.

- Children's Librarian (LIB1) job description was discussed.

Motion to accept the Children's Librarian position description as amended by Trustee Mari. Seconded by Trustee Marcotte. Motion passed 6-0.

- Children's Library Assistant (LA1) was discussed.

Motion to accept the Library Assistant (LA1) Children's Librarian position description as amended by Trustee Mari. Seconded by Trustee Paradzick. Motion passed 5-0-1 with Trustee Marcotte abstaining.

OLD BUSINESS:

- **Strategic Planning Committee minutes-June 26, 2019**
 - Trustee Roche shared two important contributions by Primex. They focused on a more practical side of strategic planning including an implementation of timelines and making it a point for everyone to participate.
 - Trustee Mari commented at the next Strategic Planning Committee meeting there will be a revised draft plan for discussion and endorsement.
 - Trustee Powers commented how appreciated she is for all the effort put forth on the report and asked about the charitable organization. Director Barlow reported that any donations made to DPL are tax deductible and she is requesting a letter from the IRS stating that.
- **Updates**
 - Personnel Committee-Trustee Mari explained no later than September 2019 will be an update on a compensation level study.
 - Boiler- Director Barlow shared that proposal for a new boiler is out to bid until August 1, 2019, with work to be completed by the end of September 2019. The funding for the work is coming from the Town Emergency Maintenance Fund.
 - Teamwork at the Top training- Trustee Mari discussed there is still research for a speaker to come in and conduct a workshop. Director Barlow recommended Deb Hoadley (Library Director of the Sandown Library), as a good candidate to speak at a future workshop.

PUBLIC COMMENT:

- Council Liaison Tripp asked if the Board has an action list. The Board shared there is an online action item list for the Board to add action items to. Also, Council Liaison Trip commented if anyone plans to contact the Town to add Library Events on the Opera House electronic sign since DPL does not yet have an electronic sign. Director Barlow will follow up on this. Trustee Roche shared a library statistic that when a library has an electronic sign the attendance increases 20%.

ADJOURNMENT:

- Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 6-0.
- Meeting adjourned at 8:07pm.

Next meeting is August 19, 2019 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary