

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

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

**Absent:** Pete Marcotte (Co-Treasurer)

Meeting was called to order at 6:30pm by Kristen Mari.

**Guest Speaker:**

- Julie Brown (Circulation) spoke for approximately two minutes regarding the Northern New England Journey magazine article about DPL.
- Julie Brown distributed and read aloud to the Board and Cara a statement she wrote regarding her observations of interaction between Cara and DPL patron and author, Rose Karjala and asked that it be entered into the minutes.

**Amendments to Agenda:**

- No Amendments to the Agenda.

**Acceptance of Minutes:**

- Kristen moved to accept March 18, 2019 public minutes. Seconded by Heather. Motion passed 6-0.

**Treasurer's Report:**

- Dori presented the Treasurer's Report and highlighted:
  - On target with under 25% of the budget remaining for FY19 General Account Fund.
  - FY19 Fine Account Monthly Budget Report- itemized breakdown for Non-Budgeted Revenue (\$2,090.59) shows a decrease from last month due to a corrected double entry of a donation.

**Director's Report:**

- Cara presented the Director's report and highlighted:
  - Expenditures on repairs to the seals on the boiler and damage to the electrical system caused by two power surges will be taken out of the contracted repairs line item under operating expenses.
  - Derry Author Fest on April 6, 2019, with Anita Diamant as the headliner, was successful, had high attendance and positive patron comments and suggestions. Cara noted that Author Fest would not happen without the efforts of DPL Teen Librarian Erin Robinson.
  - The library will begin offering notary service by the end of April.

**Announcements:**

- MacGregor Poetry Contest winner is Matthew Forrest Esenwine (\$250 cash prize donated by the Frost Farm Board of Trustees). Cara distributed to the Board Mr. Esenwine's poem. The Awards Ceremony will be coordinated by DPL Reference Librarian Liz Ryan. Cara will follow up on the details to share with the Board.

*Motion to extend Derry Poet Laureate Robert Crawford's term until January 31, 2020. Seconded by Kristen. Motion passed 6-0.*

- Cara distributed to the Board the NHTLA 2019 Spring Conference and Annual Meeting Registration forms should be returned to Cara. The admission cost will be covered by the Library.

**Gifts:**

- No gifts were received.

**NEW BUSINESS:**

- Personnel Committee
  - Kristen requested that if any critical or sensitive topics are to be added to the Board Agenda, please notify the Chair in advance.
  - The Personnel Committee is arranging for a guest speaker from the New Hampshire Library Trustee Association, Debra Caplin, to conduct a workshop on Board/Director Teamwork. Kristen will report back to the Board on cost and timing.
- Setting up Funds for DPL at the New Hampshire Charitable Foundation
  - Cara described how the New Hampshire Charitable Foundation serves as an umbrella 501C-3 for small NH organizations, and that the Library could use NHCF rather than starting a foundation. Currently donations to the library are not tax-deductible because as a municipal department, the library does not have 501C-3 status.
  - Kristen recommended the New Hampshire Charitable Foundation be placed under the Strategic Committee's task list.
- Family Place Library
  - DPL is officially a certified Family Place Library upon completion of training that Cara and Ray Fontaine (Head of Children's Services) did on March 25-March 28, 2019.
  - Ray Fontaine is planning the five-week Parent-Child Workshops to begin in the fall. The parent-child workshops must run twice a year to maintain Family Place Library certification.
- Accept Resignation-Courtney Wason
  - Courtney Wason (Part Time Reference Librarian) gave her notice. Her last day at DPL is April 19, 2019.

*Motion to accept Courtney Wason's resignation by Kristen. Seconded by Dori. Motion passed 6-0.*

**OLD BUSINESS:**

- Update on FY20 Budget
  - Cara is scheduled to make a Budget Presentation to the Town Council on April 18, 2019.
  - Kristen mentioned how some of the objectives on the Department Mission and Objectives Fiscal Year 2020 Report do not all match the Board's objectives. Cara shared these areas to change can be addressed in the Strategic Committee.
- Update on sidewalk/handicapped parking/steps project
  - Cara shared that the Town has scheduled \$110,000 into the Capital Improvement Plan for the DPL front steps/sidewalk project to happen in 2024.
  - Cara has emailed Dave Caron asking if this summer the Department of Public Works could cut the handicapped parking curb 10 inches on one side, reset the curb, to pave the strip and stripe the handicapped parking to make it ADA compliant.

- Cara emailed Dave Caron requesting a reimbursement of \$7,900 from the FY19 Emergency Maintenance Trust to cover the cost of the sprinkler repairs made in the MacGregor portion of the building.
- Memo of Agreement with Town regarding HR support
  - Cara presented a Memo of Agreement between Derry Public Library and the Town of Derry. The memo had been drafted by Cara and the new Town of Derry Director of Human Resources, Lisa Crowley.

*Motion to approve, accept and sign as is written the Memorandum of Understanding by Liz. Seconded by Kristen. Motion passed 6-0.*

- Strategic Planning
  - Heather, who is facilitating the Strategic Planning Team, discussed the Agenda of next week's meeting. Interested participants include three DPL Department Heads and three Library Assistants.
  - Primex offers facilitation services for planning as part of their risk-management services. Cara spoke with Toni Flewelling of Primex, and will request written description of the facilitation services.
- Point-of-service credit card
  - DPL implementing Square has been approved by Derry Town Treasurer Allan Virr.
- Northern New England Journey AAA article
  - Kristen shared that in the Personnel Committee meeting a discussion took place regarding Cara's conversation with author Rosalie Karjala.
  - Request was made by Trustee Liz Greenberg that Cara write a letter of apology to Rosalie Karjala for making her (Rosalie) feel she couldn't return to the library.
  - Cara shared with the Board the role of the Trustee, according to the DPL Trustee Code of Ethics and the NHTLA Handbook.

*Motion to direct Cara to write a letter of apology to DPL patron Rose Karjala, by Dori. Seconded by Val. Motion passed 4-2 (Kristen and Cait).*

**PUBLIC COMMENT:**

- Richard Tripp, Council Liaison, suggested the apology letter be reviewed first by the before Cara sends it out. Kristen, as Board Chair, will review the letter.

**ADJOURNMENT:**

- Motion to adjourn by Liz. Seconded by Kristen. Motion passed 6-0.
- Meeting adjourned at 8:13pm.

**Next meeting is May 20, 2019 at 6:30pm in the New Hampshire Room**

*Minutes respectfully submitted by Danielle Mullins, Recording Secretary*