

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, May 20, 2019**

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

Absent: Heather Paradzick (Vice-Chair), Dorianne Haverty (Co-Treasurer), Richard Tripp (Council Liaison)

Meeting was called to order at 6:38pm by Kristen Mari.

Amendments to Agenda:

- Director Barlow requested to discuss under NEW BUSINESS a Circulation Policy revision.
- Trustee Mari requested to discuss under NEW BUSINESS/Finance Committee Minutes regarding prioritizing for what to spend money on this year.

Acceptance of Minutes:

- Trustee Roche moved to accept April 15, 2019 public minutes. Seconded by Trustee Mari. Motion passed 4-0-1 with Trustee Marcotte abstaining.

Treasurer's Report:

- Director Barlow presented the Treasurer's Report which was accepted by the Board.
 - The Library is 83% through the fiscal year and has expended 83.5% of the General Account Fund.
 - Total Special Revenue Income as of April 31, 2019 is \$28,175.93. This is 40% below the FY19 appropriation for Fine/Special Revenue.
 - Miscellaneous Revenue for Total DPL Miscellaneous Gifts (Non-Operating) is \$3,313.
 - Director Barlow will follow up on Trustee Roche's questions about the individual lines in the Special Revenue Fund Balance report and will include that information in the June Board packet.

Director's Report:

- Director Barlow presented the Director's Report which was accepted by the Board.
 - Head of Circulation Julie Gilchrist included in her report that Derry resident Kathy Lane asked that the Trustees send a thank you note to the Derry Garden Club for presenting DPL with two seasonal passes to The Fells Historic Estate and Gardens. Trustee Greenberg volunteered to send out a thank you note to the Derry Garden Club.
 - Trustee Mari commented that the staff reports describe a lot of community engagement, activities and outreach done by DPL staff.
 - Trustee Roche shared that Former Trustee Helen Evans, who is the school librarian for St. Thomas Aquinas Elementary School, told her that Ray Fontaine (Head of Children's Services) did a fantastic job visiting the school, staying the entire day.

Announcements:

- No Announcements.

Gifts:

- A \$2,500 gift from Middle Country Public Library for Family Place program seed money.

Motion to accept the gift made by Trustee Marcotte. Seconded by Trustee Roche. Motion passed 5-0.

NEW BUSINESS:

- Finance Committee minutes-April 23, 2019
 - Trustee Mari requested a plan in place for what the highest priority is from the list of DPL projects to spend the money on.
- Closing DPL FY19 Finances
 - Director Barlow shared that there is as of April 30, 2019, approximately \$215,000 was remaining in the Library's FY19 General Fund budget.
 - The Board requested Director Barlow present proposals for three DPL projects with estimates to report back to the Board at the June meeting.
- Director Barlow's FY20 Health Insurance
 - Trustee Powers reviewed Director Barlow's proposed FY20 Health Insurance plan.
 - A discussion ensued about options.
 - Trustee Mari will discuss with the Town Human Resources Administrator what plan options and guidelines are available for the Board to decide upon for a DPL FY20 Health Insurance plan contribution. Trustee Mari will report back to Director Barlow and the Board.
- Circulation Policy
 - Director Barlow requested that the Circulation Policy be changed to state that patrons owing \$50 or more will not be allowed to borrow materials.

Motion to update the Circulation Policy to include the language that patrons owing \$50 or more will not be allowed to borrow materials by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 5-0.

OLD BUSINESS:

- Friends' Insurance
 - Trustee Marcotte reported that the President of the Friends' of the Libraries felt it is not necessary to have DPL cover a \$500 premium for the Friends' Insurance.
 - The Board agreed to pay the premium for the Friends' Insurance.

Motion to pay \$600 premium for the Friend's Insurance by Trustee Roche. Seconded by Trustee Mari. Motion passed 5-0.

- Strategic Planning Committee minutes-May 8, 2019
 - Trustee Roche discussed the guidelines for a DPL mission statement and proposed the Board vote on two mission statement options.

Motion to adopt the mission statement for DPL "A welcoming space for the community to connect, explore and grow" by Trustee Roche. Seconded by Trustee Mari. Motion passed 5-0.

- The Board will discuss the vision statement at the next Strategic Planning Committee meeting.
- Trustee Powers will email Trustee Mari her suggestions regarding the new vision statement.

- Update to RSA 91-A (Right to Know Law)
 - Director Barlow distributed to the Board handouts on the updated RSA 91-A Section II effective January 2019.

PUBLIC COMMENT:

- No members of the public asked to speak.

ADJOURNMENT:

- Motion to adjourn by Trustee Marcotte. Seconded by Trustee Mari. Motion passed 5-0.
- Meeting adjourned at 7:54pm.

Next meeting is June 17, 2019 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary

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