

Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, June 17, 2019
Approved July 15, 2019

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

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

Meeting was called to order at 6:32pm by Kristen Mari.

Amendments to Agenda:

- Director Barlow requested to discuss two recommendations to hire and an update on the Derry Public Library boiler under NEW BUSINESS.
- Trustee Mari requested that Director Barlow discuss a letter from Julie Gilchrest (Head of Circulation) regarding health insurance under OLD BUSINESS.

Acceptance of Minutes:

- Trustee Greenberg moved to accept May 20, 2019 public minutes. Seconded by Trustee Powers. Motion passed 4-0-2 with Trustee Paradzick and Trustee Haverty abstaining.

Treasurer's Report:

- Trustee Haverty presented the Treasurer's Report which was accepted by the Board.
 - On target with 8.9% of the budget left for FY19 General Account Monthly Budget Report.
- Director Barlow reported as of May 31, 2019, FY19 General Fund expended is 91.6% which is on target. She estimates that there may be \$9,000 remaining in General Fund monies at the end of the fiscal year.
 - As of May 31, 2019, Special Revenue (Fine) Fund Balance is \$131,974.85.
 - Trustee Mari requested the Finance Committee create a one-page summary prioritized list of projects to be paid for with DPL special revenue money, and a key for the MUNIS Reports to report back to the Board.

Motion that any Derry Public Library General Fund money remaining at the end of FY19 be transferred to the DPL Capital Reserve account made by Trustee Powers. Seconded by Trustee Mari. Motion passed 6-0.

Director's Report:

- Director Barlow presented the Director/Staff Report which was accepted by the Board.
 - Trustee Mari noted that the May's Director/Staff reports were inadvertently included in the June packet. Director Barlow will email the June Director/Staff Reports to the Board of Trustees.

Announcements:

- No Announcements.

Gifts:

- No gifts were received.

NEW BUSINESS:

- **Election of Officers**

- Trustee Haverty announced she is stepping down as Co-Treasurer and resigning from Strategic Planning Committee.
- Trustee Powers volunteered to serve as Co-Treasurer alongside Co-Treasurer, Trustee Marcotte.
- Trustee Greenberg volunteered to serve as Secretary and will be responsible for thank you notes from the Board.
- Trustee Mari will continue as Chair, Trustee Paradzick will continue as Vice-Chair.

Motion to nominate Trustee Greenberg as Secretary of the DPL Board of Trustees by Trustee Mari. Seconded by Trustee Haverty. Motion passed 6-0.

Motion to nominate Trustee Powers as Co-Treasurer of the DPL Board of Trustees with Trustee Marcotte by Trustee Mari. Seconded by Trustee Haverty. Motion passed 6-0.

Motion to accept the positions as previously stated for all of the Officer Elections for the DPL Board of Trustees by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 6-0.

- **Social Media**

- Trustee Mari asked the Board if they follow the Derry Public Library on Facebook and Instagram. Raising community awareness of the Library is a goal for the Strategic Planning Committee. Trustees can help by liking and sharing Library Facebook and Instagram posts. The more followers, likes and shares on social media will bring more traffic and awareness to the library.

- **Recommendations for hire**

- Director Barlow recommended the Board approve the hiring of Natasha Bairamova for the 25 hr/wk. reference librarian position at \$19.70/hr. (LIB1) upon finishing her MLS by the end of this summer to be promoted to reference librarian with MLS (LIB2).

Motion to approve Natalia Bairamova at Step 3 of LIB1 at \$19.70/hr. with successful completion of her MLS that she be promoted to Step 3 of LIB2 at \$21.86/hr. by Trustee Greenberg. Seconded by Trustee Paradzick. Motion passed 6-0.

- Director Barlow recommended the Board approve the hiring of Adam Shlager as a Substitute for the Circulation and Reference Departments at \$14.33/hr.

Motion to hire Adam Shlager as a Substitute for the Circulation and Reference Departments at \$14.33/hr. by Trustee Mari. Seconded by Trustee Roche. Motion passed 6-0.

- **Boiler**

- Director Barlow discussed a large water leak from the boiler. DPW examined the damages and confirmed the boiler reached its lifetime. There will be cost estimates for a replacement boiler soon to report back to the Board.

OLD BUSINESS:

• **FY20 Health Insurance**

- Trustee Mari discussed the Derry Public Library Personnel Manual Current Employee Benefits, HealthTrust Options and 5.1 Package and Eligibility under Employee Benefits. There are eight full-time employees that take coverage currently, mostly single coverage and one eligible full-time employee that receives a buy back.
- Trustee Roche requested revisions for the Derry Public Library Personnel Manual Current Employee Benefits.

Motion to offer the HealthTrust plans AB20, AB151, ABSOS20 for single, two person and family plans. Motion made by Trustee Mari. Seconded by Trustee Haverty. Motion passed 6-0.

Motion to change the current employee benefits so the single premium is paid at 100% by the Library. Two person and family plans 12.5% paid by the employee and 87.5% paid by the Library. The amount paid by the employee is deducted weekly from the employee's salary on a Section 125 basis. Motion made by Trustee Mari. Seconded by Trustee Haverty. Motion passed 6-0.

- Employee Buy Out
 - Trustee Mari spoke to the employee benefits package offered to full-time staff.
 - Trustee Roche requested revisions for the Employee Benefits 5.1 Package and Eligibility

Motion to update the Employee Benefits 5.1 Package and Eligibility to read "All regular full time employees are eligible for a benefit package. If the eligible employee does not take the benefit they are eligible for an unconditional health insurance opt-out at 100% of the single premium. The specifics of the current packages can be found in the Appendix." Motion made by Trustee Mari. Seconded by Trustee Greenberg. Motion passed 6-0.

- Director Barlow distributed a letter from Julie Gilchrest (Head of Circulation) in which she requests a credit for her insurance buy-out and vacation time.
- Julie Gilchrest shared her concerns with the Board.
- Director Barlow will discuss with Bob McCarthy (Town Payroll) and work with the Town and Julie to provide options to credit Julie Gilchrist for the buy-out and vacation time.

Motion to empower Director Barlow to work with the Town to provide credit to Julie Gilchrest of up to the amount of \$6,000 and three vacation days. Motion made by Trustee Greenberg. Seconded by Trustee Mari. Motion passed 6-0.

• **Strategic Planning Committee minutes-May 22, 2019**

- Trustee Mari shared the new Derry Public Library mission statement sign ("A welcoming space for the community to connect, explore and grow").
- Trustee Mari discussed Primex support through a Goal Setting Session and next week's meeting to create an action plan.

• **NHLTA Conference-Teamwork at the Top program feedback**

- Trustee Mari discussed the current search for a speaker to come in to do a workshop.

INFORMATIONAL:

- Derry Public Library Summer Reading Brochures for Children, Teen and Adult effective June 17, 2019 to August 9, 2019.

PUBLIC COMMENT:

- No members of the public asked to speak.

ADJOURNMENT:

- Motion to adjourn made by Trustee Greenberg. Seconded by Trustee Paradzick. Motion passed 6-0.
- Meeting adjourned at 8:24pm.

Next meeting is July 15, 2019 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary