

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, January 14, 2019
Approved Feb. 11, 2019**

Present: Kristen Mari (Chair), 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).

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

Guest Speaker:

- Ray Fontaine (Head of Children’s Services) spoke for approximately 18 minutes regarding the Family Place Libraries Scholarship that DPL was awarded a \$10,000 Grant for.
 - Both the Library Director (Cara) and Children’s Librarian (Ray) will participate in the Family Place Training Institute that covers all costs except transportation (lodging, meals, training), for a three-day training (March 25-28, 2019) onsite at Middle Country Public Library in Centereach, NY and a five-hour online training session.
 - Family Place Libraries Grant offers:
 - A specially designed welcoming space for families with very young children
 - A five-week Parent/Child Workshop program series for toddlers, parents and caregivers
 - \$2500 towards collections of books, toys, music and multimedia materials for babies, toddlers, parents and service providers
 - Services developed in partnership with community organizations including outreach to new/and or underserved audience
 - Librarians specially trained in child development and family support
 - The Board requested a marketing campaign overview upon the completion of the Family Place Libraries training.

Amendments to Agenda:

- Val commented on an update regarding taking credit card payments at the circulation desk. Cara mentioned the project was on hold due to a Town Staff change however it is still moving forward.
- Under Personnel Committee
- Director’s Performance Review will be discussed in a non-public meeting at the next Board meeting on January 28, 2019.
- The Board agreed to focus on a Strategic Planning Session to be discussed in a separate meeting.
- Plan an Operating Budget meeting by the end of January 2019.

Acceptance of Minutes:

- *Pete moved to accept December 17, 2018 public minutes. Seconded by Val. Motion passed 7-0.*

Treasurer's Report:

- Dori reported the General Fund FY19 is on target at 48.3%. On the General Account Monthly Budget Report FY19, there are new added lines inserted under the Line Items (such as Professional Services and Operating Expenses) that now match up to the Munis Report.
- There remained questions about the numbers used in the Treasurer's Report.
- The Board requested Cara contact the Finance Department to research this issue.

Acceptance of Gifts:

- A \$150 gift from James and Jane Greene - unrestricted.
- Lesley Francis, granddaughter of Robert Frost, has offered the Library a collection of ninety books that she used while researching the two books she wrote on Robert Frost. The Library will be accepting the gift, which will be delivered by Lesley Frost in September 2019 during the Frost Symposium held at UNH and the Robert Frost Farm in Derry.
- A \$1,000 gift from Derry Medical Center Charitable Foundation to support the 2019 "Author Fest" -unrestricted.

Motion to accept the gifts from James and Jane Greene, Lesley Frances and Derry Medical Center Charitable Foundation by Liz. Seconded by Shannan. Motion passed 7-0.

Announcements

- N/A

OLD BUSINESS:

- Policy Committee
 - The Board is working on revisions at the next meeting to consolidate both the Social Media Policy and Wireless Internet Policy into one Comprehensive Computer Use and Internet Policy.
- Personnel Committee
- The Board plans to discuss at the next Board Meeting, January 28, 2019, the Director's Performance Review as a nonpublic meeting and then proceed with the public meeting to discuss the budget.
- Finance Committee
 - The Board removed the electronic from the FY20 CIP update.
 - Cara presented a new recommended estimate from ASAP Sprinkler Corp. regarding a new sprinkler system in comparison with two other vendor estimates.

Motion to approve spending up to \$7,600 through ASAP Sprinkler Corp. for new sprinklers with provision in receiving a second opinion to inspect their work made by Shannan. Seconded by Kristen. Motion passed 7-0.

- The Board discussed the current pay scale discrepancy which primarily affected Assistant Director/Head of Reference Susan Brown. Cara recommended Susan Brown receive a 3% pay increase to \$37.80/hour.

Motion to approve a 3% pay increase for Susan Brown of what she is currently making and prevent Step 9 & 10 going forward to reflect a 3% pay increase made by Liz. Seconded by

Pete. Motion passed 7-0.

- *Kristen suggested Cara revise Step 9 and 10 in an Excel version in the Trustee Portal for the Board to review.*
- *The Personnel Budget deadline for FY20 is January 20, 2019 and Cara presented to the Board two FY20 Personnel Scenarios, which would be implemented July 1, 2019.*
 - **Scenario 1** proposed step raises for non-exempt staff (i.e. those that receive an hourly rate) and no increase for the director.
 - **Scenario 2** proposed step raises for non-exempt staff with the exception of Julie Gilchrist, and Susan Brown and Ray Fontaine.
 - *The Director proposed Julie Gilchrist and Susan Brown go up two steps in recognition of permanent tasks they have taken on since the resignation of the administrative assistant, and that Ray Fontaine go up two steps in recognition of the outstanding job he's done over the past year while being short-staffed.*
 - *The Director asked for a six percent increase for herself in recognition that she has had no change in her salary since July 2017.*

*Motion to approve **Scenario 1** for non-exempt staff get a 3% step raise on their anniversary and the Director gets no increase made by Liz. Seconded by Val. Motion passed 5-2 with Kristen and Heather opposed.*

- *Pete researched for the Friends of the Library that DPL can still insure the organization whether a 501 © (3) or as a non-profit organization. The Board agreed \$500 to insure the Friends of the Library.*
- *Cara will follow up with Meryle Zusman re: Trustee/alternate recruitments.*
- *Macgregor Fountain is now in the MacGregor Park.*
- *Cara will submit a memorandum of agreement to Dave Carron regarding HR support.*

NEW BUSINESS:

- *The Board approved the Family Place Libraries Grant Award.*
- *Cara requested the Board approve her recommendation to hire Shannon May as administrative assistant at 15 hours/week starting at \$17.51/hour.*

Motion to approve hiring Shannon May as administrative assistant at 15 hours/week at a Step 1- \$17.51/hour made by Heather. Seconded by Pete. Motion passed 7-0.

PUBLIC COMMENT:

- *No members of the public asked to speak.*

ADJOURNMENT:

- *Motion to adjourn by Pete. Seconded by Val. Motion passed 7-0.*
- *Meeting adjourned at 8:35pm.*

Next meeting is January 28, 2019 at 6:30pm in the New Hampshire Room

Minutes respectfully submitted by Danielle Mullins, Recording Secretary