

FINAL

Derry Public Library
Board of Trustees Meeting
New Hampshire Room
January 9, 2017

Present: Helen Evans (Acting Chair,) Lynne Mann (Secretary,) Dot Wiley (Treasurer,) Liz Greenberg, Pete Marcotte, Cara Barlow (Director,) Dave Fischer (Council Liaison,) Heather Paradzick (guest)

Absent: Phyllis Howard

At 6:31 Helen called the meeting to order.

Amendments: None

Public Comment: Dave is present because his flight was canceled.

Minutes

- Liz moved to accept the Dec. 12, 2016 non-public meeting minutes as written. Pete seconded. Motion passed.
- Liz moved to accept the Dec. 12, 2016 public meeting minutes as written. Pete seconded. Motion passed.

Treasurer's Report

General Fund is 51.7%. Target is 50%.

Fine Account has \$94,958.66 in the bank.

Director's Report

Updates to written report:

- The fixtures for the Phase 1 portion of the LED project are scheduled to arrive Jan. 24. Work will begin on the project in early February.
- There was a roof leak in the public stairwell ceiling during last week's heavy rain. Score Construction returned to fix and re-caulk loose flashing. Cara will continue to hold back the 10% (\$4,260.00) from the roofing project fee until the roof doesn't leak during a heavy rainstorm.

Announcements

- The *Union Leader* printed an article about our "Derry Open for Business" program and quoted Meryle Zusman and George Sioras.
- The *Hippo* listed DPL's Author Fest as one of its 2016 favorites.

Program

- The Board discussed the need to follow "Robert's Rules" for motions.
- New Hampshire Trustees Association 2016 Guide for Library Trustees, pgs. 8-15 was reviewed.
 - Pg. 8, "Qualities for Candidates," "Filling Vacancies,"
 - Pg. 10, second to last bullet: "Study all Laws pertaining to libraries; adequately prepare for board and committee meetings; participate in training (NHLTA Orientations, Workshops, and Conferences) to maintain current knowledge in order to effectively serve the library."
 - Pg. 13, "Advocacy: Taking Action"

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Old Business

- The Derry Poet Laureate (Bob Crawford) will be appointed at the Jan. 24, 2017 Town Council meeting.
- FY17 Health Insurance Buy-Back
 - Cara presented an informational memo detailing cost and impact. No action was taken by the board.
- Department Head Vacation Time
 - Cara presented an informational memo detailing cost and impact.
 - Liz requested that the “department head vacation policy” be referred to the personnel committee for deliberation. The board will discuss the personnel committee’s findings at the emergency board meeting on Jan. 23, 2017.

New Business

- Pete moved to hire Amanda MacInnis as a LIB1 substitute for the children’s room at the substitute rate of \$15.75 per hour. Liz seconded. Motion passed.
- The Board meeting scheduled for Feb. 20, 2017 is rescheduled for Feb. 27, 2017 at 6:30pm.
- FY18 budget
 - Cara presented four budget scenarios:
 - scenario 1 - status quo
 - scenario 2 - address pay rated
 - scenario 3 - address health insurance
 - scenario 4 - address pay rates and health insurance
 - Cara also presented the research she collected and used when creating the scenarios.
 - Cara met with Derry Chief Financial Officer Sue Hickey to go over the scenarios prior to presenting them to the board. Sue indicated that the scenarios were reasonable and financially sound.
 - Dot motioned that the “FY18 budget information” that has just been presented be referred to a study committee that will then bring a recommendation to the board. Pete seconded. Four yeas, one abstention. Motion carried.
 - Pete, Dot, and Cara will be on the committee which will meet Fri, Jan. 13 at 9:30am in the NH Room.
 - Cara will invite Bill Scimone Derry Head of Human Resources to attend, so that he can advise and answer questions related to benefits.
 - An emergency board meeting is scheduled for Jan. 23, 2017 at 10:30am. During this meeting the committee will present its FY18 budget recommendation.

Acceptance of Gifts

- Nineteen gifts were received totaling over \$2,600. Most of the gifts were in memory of Elizabeth Ives our long time trustee chairperson.
- Dot moved to accept the gifts. Pete seconded. Motion passed.

Board vacancies

- Fill Elizabeth’s term of 2 years remaining.
- Phyllis, Dot, and Lynne will not be running for re-election.
- Helen mentioned that the board should have several alternates. All of us agreed that it would be good to have more diversity on the board. Cara has a few people in mind.
- Anyone interested in declaring candidacy must do so at the town clerk’s office.

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Liz moved to adjourn at 8:30pm. Pete seconded. Motion passed.

Respectfully submitted,

Lynne Mann
Secretary

Upcoming Meetings:

- Jan. 13, 2017 budget study committee, 9:30am, New Hampshire Room
- To be determined, Personnel Subcommittee
- Jan. 23, 2017 emergency meeting at 10:30am
- Feb. 27, 2017 regular monthly board meeting at 6:30pm