

FINAL

Derry Public Library Trustees
New Hampshire Room
October 17, 2016

Present: Helen Evans (Vice-Chair) Lynne Mann (Secretary,) Dot Wiley (Treasurer,) Liz Greenberg, Pete Marcotte, Cara Barlow (Director,) Dave Fischer (Town Council)

Absent: Elizabeth Ives (Chair,) Phyllis Howard

At 6:31pm Helen called the meeting to order.

Presentation by Leading Edge Design Group (Design Group)

Design Group Project Manager Robert (Bob) Somers and Designer Travis Boucher presented the Lighting Assessment and Design that the Board has contracted with them to complete. Per the Library Director's request, the Design Group had broken down the project into three phases.

Helen moved that we go forward with Design Group phase 1, proposal #16082, as presented on Oct. 17, 2016 in the amount of \$42,740. Pete seconded. Four ayes, one abstention, motion carried.

Amendments to the agenda

Under New Business Cara will present a proposal for a new hire.

Public Comment: None

Pete moved to accept the Aug. 15, 2016 minutes as corrected. Liz seconded. Motion passed with 3 ayes, and 2 abstentions. Since Lynne did not correct the minutes of Aug. 15 she requested that Cara Barlow, who did the corrections, be added to the closing of the minutes.

Pete moved to accept the minutes of the Sept. 19, 2016. Liz seconded. Motion carried with 4 ayes and 1 abstention.

Treasurer's Report

- General Fund is at 28.8%. Target is 25%.
- Fine Account has \$111,181.73 in the bank.

Director's Report

- Demolition of the sky lights may happen on Friday Oct. 21, 2016, dependent on weather. Helen moved to give the library director the authority to close the Library for the pending demolition project of the sky lights. Liz seconded. Motion passed unanimously.
- The upholstered furniture and carpets will be cleaned Sunday, Oct. 30, 2016.
- Two of the HVAC units need to be cleaned and to have belts replaced. A man lift is needed to do the job. Cara is pursuing finding a small man lift to use for a day.

Gifts: None

Old Business: None

New Business

- Exhibits Policy
Liz moved to accept the revised Exhibits Policy. Pete seconded. Motion passed unanimously.
- Social Media Policy
Replace the sentence, "Libraries should serve their communities and help to create new communities" with the following, "The Library makes use of these tools to reach out to the Derry community and the greater library community." Liz moved to accept the Social Media Policy as rewritten. Pete seconded. Motion passed unanimously.
- Approval of Jennifer Morton for permanent part-time at 25 hours/week in the children's room.
Cara requested that the board consider conditionally the approval of Jennifer Morton as a permanent part time Children's Librarian 1 for 25 hours/week at \$17.50/hour, pending the outcome of her second interview on Wednesday Oct. 19, 2016. The Board chose to take no action.

At 8:47 Pete motioned to adjourn. Liz seconded. Motion passed unanimously.

Respectfully submitted,

Lynne Mann

Next meeting: Nov. 21, 2016, 6:30 pm