

FINAL

**Derry Public Library
New Hampshire Room
Board of Trustees Meeting
November 21, 2016**

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

Absent: Phyllis Howard

At 6:55pm the meeting was called to order.

Amendments to agenda

New Business - 2017 holidays

Public Comment

- Dave observed the poor night time lighting. He will be glad when the lighting will be improved.
- Next meeting Dec. 12, 2016, 6:30pm

Liz moved to accept the Oct. 17, 2016 meeting minutes. Pete seconded. Motion carried.

Treasurer's Report

- General Fund 35.9%. Target 34.6%
- Fine Account has \$113,362.88 in the bank

Director's Report received

Announcement

The holiday open house will be Dec. 8, 2016 1pm to 7pm. Elf Training will also be on Dec. 8, 2016.

Old Business

Pete moved to approve the revisions to the job description of the Head of Children's Services. Liz seconded. Motion passed. The new job description is kept on the Library shared drive and is accessible to Trustees through Brenda or Cara

Acceptance of Gifts

- Family of Karen Lalor Stack, \$40.00 for audiobooks.
- Donor Sheila and Philip Ernst, \$40.00 for audiobooks.
- Donor Carole Healy, \$50.00 for audiobooks.
- Donor William and Rosemary Weber, \$50.00 for audiobooks.

New Business

- Liz moved to hire Jennifer Morton as a part-time children's LIB1 for 25hrs/wk at \$17.50/hr. Helen seconded. Motion carried unanimously.

- Helen moved to hire Julie Gilchrist as a full time non-degreed Department Head, at \$22.81/hr (step 3,) with 2 weeks of vacation, with vacation time to be revisited on her 1 yr. anniversary. Liz seconded. Motion carried unanimously.
- Request from Haadya Ahsan, local student
Cara received an e-mail from Haadya, requesting permission to plant milkweeds in a DPL garden. This planting project is part of the First Lego League 2016 competition. Trustees had questions regarding whether the library grounds were the most appropriate location for this project. Trustees acknowledged the worthy aspects of the student's goals. Cara will answer Haadya's e-mail.
- Letter of thanks
Helen moved to present a \$20.00 gift certificate to each staff member, along with a letter of thanks in appreciation for going above and beyond normal responsibilities due to many challenges related to construction and transitions in staffing. Liz seconded. Motion passed unanimously. Liz Greenberg will acquire the gift cards.
- Substantive informational items were discussed including: staff vacation time and the carryover of same into new year; the Poet Laureate recommendation and presentation of same to Derry Town Council, possible changes in the structure of sub committees, leadership transition and the need to seek alternates for the Board

Cara gave each trustee a copy of the "2016 New Hampshire Library Trustee Handbook." Topics will be covered periodically at future Board meetings.

At 8:38pm Pete motioned to adjourn. All were in favor.

Respectfully submitted,

Lynne Mann
Secretary