

FINAL

**Derry Public Library
Board of Trustees Meeting
Collette Meeting Room
February 23, 2017**

Present

Helen Evans (Acting Chair,) Lynne Mann (Secretary,) Dot Wiley (Treasurer,) Liz Greenberg, Cara Barlow (Director,) Dave Fischer (Town Council Liaison,) Richard Tripp (Derry Town Councilor), Heather Paradzick (alternate,) Dorianne Haverty (trustee candidate for 3 year term,) Matt Leavitt (trustee candidate for 3 year term,) Valerie Roche (trustee candidate for 3 year term,) Kristen Mari (trustee candidate for 2 year term,) Shannon McKenna (trustee candidate for 2 year term), Erin Matlin (trustee candidate for 2 year term).

Absent

Phyllis Howard, Pete Marcotte

Call to Order

Helen called the meeting to order at 6:40.

A group photo was taken of the Trustee candidates. The photo will be put on the DPL website along with short statements from each candidate.

Amendment

- Liz moved to go out of order to allow Kathy Mercer to talk about Adult Learner Services. Dot seconded. Motion passed.
- Kathy talked about the benefits of having the Adult Learner Services office in the Library.

Public Comment

During two February Town Council meetings Dave encouraged the Council and Town Administrator to approve payment of \$73,000 for the library lighting project. He said that Town Administrator Dave Caron will contact Cara to talk about the lights when he (Dave Caron) returns from vacation.

Minutes

- Liz moved to accept as written the minutes of the Jan. 23, 2017 meeting. Dot seconded. Motion passed.
- *It was noted that the Jan. 9 minutes, which had been included in the Feb. 27th agenda, had been approved previously.*

Treasurer's Report

General Fund is 58.3%. Target is 59.6%.

Fine Account has \$100,507.87 in the bank. After phase one of the light project is paid, the fine account will be reduced to approximately \$60,000.

Director's Report

- Poet Laureate Reception
Thirty two individuals, two library trustees, and three staff attended. Helen said a few words about Elizabeth Ives, read a letter from U.S. Senator Jeanne Shaheen congratulating the Library and community on the Derry Poet Laureate initiative, and presented the framed proclamation naming Bob Crawford Derry's First Poet Laureate. Bob read poems and answered questions. Cara presented Bob with a Derry Public Library card. Guests mingled, bought books, and ate food. Helen noted that the Poet Laureate Initiative was a fine example of collaboration between the Library Director, Library Staff, Board of Trustees, and Derry Town Council for the benefit of our community.
- NHLTA meeting on May 24, 2017
- The All Staff Training Day on Jan. 16 was successful.

Announcements

- April is National Poetry Month. Derry Poet Laureate Bob Crawford will be hosting an open mike poetry night at DPL and presenting a program on Robert Frost's poetry.
- On Robert Frost's birthday (Monday, March 20) Rick Holmes, accompanied by Bob Crawford, will present a program titled "Happy Birthday Robert Frost."
- During National Poetry Month the Children's Room will integrate poetry into their regular programming.

Old Business

- Quote from the Nov. 16, 2015 meeting minutes concerning a stipend once a staff member reaches the top of the pay scale: "On an employee's anniversary date following the completion of the current salary scale, he/she shall be paid a stipend equaling 1% of the employee's yearly salary, subject to approval each year by the Board of Trustees based on criteria such as satisfactory performance review of (should be "and," not "of") annual budget status." This quote should be included in the Policy Manual. Refer this to the Personnel Subcommittee.
- Head Custodian Recruitment
Helen moved to allow Cara to restructure the pay scale and hours for the Head Custodian. Liz seconded. Motion passed. The approved proposal makes the Head Custodian pay scale the same as that of the Administrative Assistant and reduces the hours from 25 to 20 hours/week.
- Office space is needed for the Head Custodian.
- Refer the Christmas holiday schedule issue to the Personnel Subcommittee. Dave Fischer suggested looking at the number of days the library is open annually, the number of days an employee works, and the number of holidays observed in order to make a determination.

New Business

- Helen moved to accept the resignation of Substitute Night Custodian Ryan Foss. Liz seconded. Motion passed.
- The Library's Capital Improvement Plan (CIP) expired 2 years ago. Cara has been working with Derry DPW to create an updated CIP. The updated CIP is not yet finalized, but Al Cote is recommending that the Library's FY18 CIP include \$76,300 worth of repairs and updates be done on the library's HVAC system. The Town has placed \$76,300 in the Library's budget to match this recommendation. Liz moved to approve adding \$76,300 to the Library's FY18 CIP for repair and updating of the library's HVAC system. Helen seconded. Motion passed unanimously.

Gifts

\$300 from Margaret Ives in honor of Elizabeth Ives

\$ 25 from Norma Bursaw in memory of Elizabeth Ives

\$ 50 from Heather White in memory of Elizabeth Ives

Helen moved to accept the gifts. Dot seconded. Motion passed.

Adjournment

Helen noted that this was the last Board meeting not only for Trustees Dot Wiley, Lynne Mann, and Phyllis Howard, but for Town Council Library Liaison David Fisher. She thanked them all for their gracious and dedicated service to the Library.

At 8:05pm Dot moved to adjourn. Lynne seconded. Motion passed.

Respectfully submitted,

Lynne Mann

Out Going Secretary

Pretus sum