

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
March 27, 2017**

At 6:25, Dan Healey administered the Oath of Office to newly elected board members Pete Marcotte, Dorianne Haverty, Deirdre Bridge, Valerie Roche and Shannan McKenna. Heather Paradzick was also sworn in as a trustee alternate.

Present: Helen Evans, Acting Chair, Elizabeth Greenberg, Pete Marcotte, Dorianne Haverty, Shannan McKenna, Deirdre Bridge, Valerie Roche, Heather Paradzick (Trustee Alternate), Richard Tripp (Town Councilor), and Cara Barlow (Director).

Meeting called to order at 6:34 by Helen Evans

New Lighting

Board members took a brief tour to view the newly installed Phase I lighting project, followed by discussion and questions about history and planning for whole lighting project, especially funding and planning for Phases II and III of the full lighting project.

- The original estimate for the whole lighting project from LED design came in at \$113,000 to retrofit the entire first floor lighting system, which was divided, into three phases to make the project more affordable.
- Phase I was funded from the Fines account and the first invoice should be paid soon. Cara has requested an updated estimate from LED lighting for Phases II and III
- Cara has requested assistance from the Town with the estimated additional \$73,000 for phases II and III.
- Cara also reported that Brenda estimates, due to being understaffed since the beginning of the fiscal year, that the Library will have approximately \$100,000 unexpended in the FY17 salary line. This means we have enough in our operating budget to cover the cost of finishing the project.
- *Shannan McKenna made a motion that the Board approve an amount not to exceed \$80,000 to be spent from the Library's FY17 general fund money using line 49000 (other property related expenses) for the purpose of completing Phases II and III of the LED lighting project. Motion seconded by Deirdre Bridge. Motion passed unanimously.*

Amendments to Agenda: None

Public Comment

- Richard Tripp inquired whether Board of Trustees members knew what RSA 91A was? It's the Right to Know law. Richard suggested it would be helpful for Board members to be informed on this law, and invited Board members to attend an upcoming informational session being held at the Town Hall. Richard will keep us informed of date.

Trustees Portal

- Cara and Helen reviewed the Trustees Portal and shared the password to access Agenda, Policies, Employee Job Descriptions, etc.

Acceptance of Minutes

- 2 Yeas, 5 Abstentions. Helen and Liz were only trustees present from last meeting.

Treasurers Report

- 66.6% Target, 66.8% spent; On target with expected expenditures.
- Fine amount: \$102,527.68—some lighting paid already, invoice to be paid soon, which will reduce fine account by about \$24,000.

Directors Report

- Highlighted dates requiring Board Member support and involvement:
 - May 6th Author Fest
 - Tuesday, May 23 NHLTA Spring Conference in Concord at Grappone Center All Day, or Half Day Orientation for new Board members on Saturday April 22 at Hooksett Library.
 - Also, Helen observed that Ray could be encouraged to submit more detailed report on Children's Library Activities so that Trustees can be more fully aware of activities.

Announcements: None

Old Business

- Head Custodian Recruitment has gone better since Board approved restructuring position in order to offer a more competitive salary.
- Cara reports that she has received more applications, she has done phone screenings, and several interviews with candidates for the position and hopes to make an offer by the end of the week.
- She hopes to have the new custodial staff in place, before our evening custodian is gone on a business trip.

New Business

- DPL Trustees Bylaws Revision
 - Discussion of possible change in model of leadership to co-leadership model to allow for better coverage of roles and responsibilities.
 - Another possibility discussed would be to hire a paid person to take minutes at Board meetings to allow for full participation of all Trustees, without distraction of simultaneous note-taking.
 - Cara did some comparative analysis and learned that the School Board pays a per meeting stipend of approximately \$85; Goffstown pays their meeting secretary \$75 per meeting.
 - Helen prepared and shared a handout with a thorough description of roles of 4 major leaders of the Board.
 - *Consensus was to table a discussion/decision regarding new officers and co-leadership until future meeting.*

Circulation Personnel Changes Proposal

- Cara proposed some changes to allocation of hours in Circulation Dept. following staff retirements and an 8 week observation period of the functioning and needs for staffing.
- *Helen made a motion that Julie Brown's 28.5 hour/week LA2 be made full time (37.5 hours/week) and the benefits package that had been attached to the full time cataloging position (retirement) be moved to the full time LA2 position. Deirdre seconded. Motion passed unanimously.*
- *Liz moved to create a permanent 27.5 hour LA1 circulation position with an advertised salary range of the first 3 steps. Dorianne seconded. Motion passed.*

Library Space Usage Subcommittee

- Cara recommended formation of committee to assist her in assessing available space and making a plan for how to most effectively manage and utilize space.
- One issue to consider is whether we can still host the Adult Literacy and Learning Center, and if not how to handle this transition most gracefully and sensitively.
- *Helen made a motion to create Library Space Usage Subcommittee. Shannan seconded. Motion passed. Dori, Valerie, and Shannan volunteered to work with Cara on these issues.*

Formation of Personnel Subcommittee

- It was determined that a Personnel Subcommittee was needed to consult with Cara and in case she needs to make job offers to candidates before the full Board convenes again.
- Board Members serving on the Personnel Subcommittee would be empowered to authorize such job offers providing that candidate is then submitted at next full board meeting for final approval.
- Board members Helen Evans, Deirdre Bridge and Valerie Roche volunteered to serve on the Personnel Subcommittee.

Acceptance of Resignations (2)

- Amanda MacInnes was hired as a sub in the children's room but she had to leave before starting due to spouse work relocation.
- Kathy Urie, Part Time Children's Librarian, is retiring for the second time. Goodbye party at the library for her on April 2. Board members invited.
- *Deirdre moved to accept resignations; Dorianne seconded. Motion passed.*

Food For Fines Day/Week to celebrate opening of Sonshine Soup Kitchen

- We can track how many fines are offset by food donations.
- Event would run for one week the end of April. Inspired by Pay It Forward Derry event.
- *Shannan made motion: Board approves a "Food for Fines" Week to run from April 24-April 29 to benefit Sonshine Soup Kitchen. One can of unexpired food from the Sonshine Soup Kitchen current needs list will give a patron up to \$1 off their overdue fines. Lost materials fees are not included in the promotion. Deirdre seconded. Motion passed.*

Acceptance of gifts

- Cara reports that we received a donation from Derry Medical Center Charitable Foundation of \$3000 to support this year's Author Fest.
- *Pete moved to accept the gift. Shannan seconded. Motion passed.*

Adjournment

- *Pete moved to adjourn meeting at 8:17, Shannan seconded. Motion passed.*

Respectfully submitted,

Liz Greenberg