

**Derry Public Library  
Board of Trustees Meeting  
New Hampshire Room  
Monday, April 17, 2017**

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

Meeting was called to order at 5:01pm by Helen Evans.

**Amendments to Agenda:** None

**Public Comment:**

Kathy Mercer of Adult Learning Services (ALS) provided an overview of services provided at the Derry Public Library (DPL) and answered questions from the Board about number of tutors, space needs and program funding. The Board conveyed the value of the services provided through ALS and that the space considerations for the program were on the April meeting agenda for discussion.

**Acceptance of Minutes:**

*Valerie moved to accept the draft minutes for March 27, 2017 meeting. Liz seconded motion. Motion passed unanimously.*

**Treasurer's Report:**

- 75% target, 73.5% spent. Expenditures are within budget and on target.
- Fine amount: \$108,162.34 – Additional approved fine account funds will be used to pay for lighting project which will reduce fine account by approximately \$30,000.

**Director's Report:**

- Author Fest - Scheduled for May 6<sup>th</sup> and Cara encourages trustees to attend and participate, if able. All required positions are covered, so any trustee attendance would be supplemental help and show of support for event.
- Lighting Project - Richard state that project funding from town remains pending discussion. Cara confirms project is proceeding based on moving FY17 municipal money from the personnel categories 110 (permanent staff) to 490 (other property related services).
- Derry Net Zero - Task force will visit library on April 18<sup>th</sup> to view roof. Further information to be provided at later board meeting as evaluation is in preliminary stage.
- Sonshine Food Drive – Food pantry staff settling into new location and food drive at DPL postponed until May.
- New custodian - Board of Trustees Personnel Committee review candidate's resume and provisionally hire Mike St. Louise as Head Custodian at 20 hours/week beginning on April 17, 2017.
- Alternate trustee – Erin Matlin submit a letter of interest in alternate trustee position.

*Helen moved to accept Erin Matlin as an alternate trustee for approval of the town council and charged Cara Barlow with submitting Erin's name and letter to the Town Council. Liz seconded motion. Motion passed unanimously.*

- Landscaping – Discuss if mulch will be replenished. Cara stated landscaping will be updated.
- Approved library budget reduced by \$2000 – Cara stated the amount could be absorbed in the FY18 library budget. The total FY18 total town department requests added up to \$70,000 over the tax cap, so all departments were receiving reductions. The library is approximately 3% of the municipal budget and our reduction was 2.8% of \$70,000.
- Department reports - Board had positive feedback for all department reports including the comprehensive content of Meryle's PR update.
- Richard suggested local public TV advertising for library.
- **Action item:** Cara will follow-up with contact about local cable TV advertising.

**Announcements:** None

**Old Business:**

- **Trustee bylaws revision**
  - Helen proposed revised text to include co-leadership structure.
  - Board discussed removing "Two" from text to clarify four positions and restoring struck-out line.
  - Discussion about permissibility of alternate trustee serving in board position.
  - **Action item:** Cara will research option of alternate trustee in board position.

*Valerie moved to approve the bylaws as amended during meeting and that the amendments be entered into the minutes. Dori seconded motion. 6 yeas, 1 opposed. Motion passed.*

- Amended bylaws text as follows:

"3.1 The Officers shall be a Chair, a Vice Chair, a Treasurer, and a Secretary elected from among the members of the Board at the Annual Meeting in June and to take office July 1. The Board has the authority to adopt co-leadership officer positions of it so chooses. The seven member board plus up to three alternates may choose to serve as:

- Co-Chairs
- Co-Vice Chairs
- Co-Treasurers
- Co-Secretaries

Co-officers shall determine how to share the duties enumerated in Sections 3.3 through 3.6."

- **Appointment of acting Board Officers**
  - Discussions include determining decision maker with co-leadership structure; ability to share workload between co-leaders and trying structure on a provisional basis; and list of candidates for each co-leadership position.

*Heather moved that the following slate of officers serve in an acting capacity until July 1, 2017 per the revised DPL Board of Trustee Bylaws: Co-Chairs as Liz Greenburg and Valerie Roche; Co-Vice Chairs as Deirdre Bridge and Helen Evans; Co-Secretaries as Shannan McKenna and Heather Paradzick; and Co-Treasurers as Dori Haverty and Pete Marcotte. Liz seconded motion. 7 yeas, 0 opposed. Motion passed.*

- **Set committees, meeting dates and times**
  - General board discussion on interest and chairs for committees. Meetings will be as needed driven by agenda items.

- Committee members determined as follows:
  - Personnel: Deirdre, Liz (Chair), Shannan, Cara
  - Policy: Helen (Chair), Deirdre, Heather, Cara
  - Finance: Dori (Chair), Pete, Valerie, Cara
  - Space Needs sub-committee: Dori, Valerie, Shannan, Cara
- **Hiring secretary to record minutes**
  - Discuss possibilities for sharing role of taking minutes and concerns about cost of approximately \$75/meeting.
  - Discuss using Professional Services line item in approved FY18 budget to fund recording secretary position.
  - Review benefit of hiring secretary discussed at last board meeting (full participation of all Trustees, without simultaneous note-taking) and additional benefit of saved time for Library Director in revising minutes.

*Helen moved that the Board approves payment of \$75/meeting for a recording secretary, charges the Personnel Subcommittee with creating a recording secretary job description. Delegates the recruitment for said position to the library director. Shannan seconded motion. 5 ayes, 2-opposed. Motion passed.*

- **Head Custodian appointment** - Michael St. Louise provisionally hired by Personnel Committee on April 6<sup>th</sup>.

*Helen moved that Michael St. Louise be appointed Head Custodian at \$17.51/hr and with a base schedule of 20 hours a week. Shannan seconded motion. 7 ayes, 0 opposed. Motion passed.*

- **FY18 Fine Budget approval** - Cara propose fine budget based on FY17 fine budget with addition back of \$2000 removed from prior year's fine budget.

*Helen moved that the Board approve the proposed FY18 fine money budget and that the said budget sheet be entered into the minutes. Dori seconded moved. 7 ayes, 0 opposed. Motion passed.*

- **Report of Library Space Needs Committee**
  - Committee presents space recommendation which includes shared office space between DPL Head Custodian and ALS, annual written agreement with ALS, return of library key, and update of ALS marketing materials to include DPL space provision.

*Valerie moved that the Board accept the Space Needs Committee report and recommendations and that they be entered into the minutes. Dori seconded moved. 7 ayes, 0 opposed. Motion passed.*

- Board will draft recommendation letter to Kathy Mercer/ALS by end of week based on recommendation of committee with shared office plan implemented by no later than May 5<sup>th</sup>.
- **Report of Personnel Committee** – Minutes of April 6<sup>th</sup> meeting distributed to Board.

**New Business:**

- **Head of Technical Services appointment and job description**
  - Cara proposed a revised job description and request hiring of Jessica Drouin as Head of Technical Services.
  - Discuss reviewing job description as part of next personnel committee.

*Helen moved that Jessica Drouin be appointed as the Head of Technical Services, Non-MLS Department Head, at \$24.16/hr for 37.5 hours a week. Dori seconded motion. 7 ayes, 0 opposed. Motion passed.*

- **DPL Facilities Masterplan Executive Summary** – Not discussed.

**Acceptance of Gifts:**

- \$30 gift received from Derry Garden Club in memory of William Fleming.
- \$250 gift received from Parkland Medical Center to support Author Fest.

*Liz moved to accept the gifts. Helen seconded motion. Motion passed unanimously.*

**Adjournment:**

*Pete moved to adjourn meeting at 6:37pm. Liz seconded motion. Motion passed unanimously.*

Respectfully submitted,  
Heather Paradzick

Fine Account Budget FY 18							
Fine Income				Trust Income			
30000201	032906	Non Resident Reg	1800	30000602	039160	Arts & Crafts	32
30000401	034013	Photocopies	1500	30000602	039160	Helen Hood	320
30000501	035020	Interest	250	30000602	039160	McMurphy	60
30000501	035042	Fine revenue	16000				
30000501	035042	Lost books	2500				412
30000501	035090	Lost cards	800				
30000501	035090	Computer paper	5000				
30000502	035090	Derry Book	4				
30000901	039399	Use of Fine balance	18000				
			45854				
Fine Expense				Trust Expense			
30002701	390000	Prof Services	2000	30002770	670020	Arts & Crafts	32
30002701	430000	Contracted repairs	1000	30002770	670020	Helen Hood	320
30002701	490000	Other Property	2000	30002770	670026	McMurphy	60
30002701	610000	General supplies	3000				
30002701	620000	Office supplies	1000				412
30002701	670000	Materials	34854				
30002701	690000	Capital < 10K	2000				
			45854				
			412				
			46266				

To: DPL Board  
From: Space Need Subcommittee  
Date: April 10, 2017  
Re: Recommendation for head custodian work space

The Space Needs Subcommittee was formed at the March 2017 Board meeting and charged with looking at options for where to place the custodian workspace. Valerie Roche, Dori Haverty and Shannan McKenna are on the subcommittee

The Derry Public Library has not had an addition for almost 30 years. In that time the staff, computer needs and the collection have grown. The Library has reached the point where it doesn't have office space to house its new head custodian.

The Subcommittee met on Monday, April 3. Also attending were DPL Director Cara Barlow, and DPL tech/computer specialist, Meryle Zusman.

The primary topic of discussion was possible work space for the incoming head custodian. Requirements for the workspace are:

- Room for a desk and chair
- Room to keep current paperwork and historic building files
- A desktop or laptop computer
- A phone
- Is a space that is able to be visually supervised – i.e., Cara can walk past and see what the employee is doing.
- Is secure from the public – i.e. we don't need to worry about a computer, phone or files being used or taken.

Following is the Subcommittee's recommendation:

- That the Head Custodian should share office space with Adult Learning Services (ALS).
- That Adult Learning Services of Derry be notified that as of May 1 they will be sharing their office space with the DPL Head Custodian. ALS must plan to vacate the space by April 29, 2017 so that the Maintenance staff can move in and is ready for work on May 1st.
- The Board will reach out to the individual who is replacing Kathy Mercer to begin building a relationship with her.
- ALS must make 50% of the office space available to DPL staff. ALS is responsible for removing and/or disposing of their items to make said space available.
  - If there are items to be disposed of, ALS must take care of that themselves; the library will not be disposing of any ALS materials.
- The Library will work with ALS to rearrange and perhaps replace furniture so that two desks can be in the office.
  - There is a question as to who owns the furniture in the ALS office – Cara thinks that it's likely it's the former head of children's services desk and is owned by the library.
  - If the ALS program needs additional space for tutoring materials after the room is rearranged they are able to store needed materials at the library either in the NH room or in the Friends of the Library area.

- That the ALS staff no longer have a building key.
  - Kathy Mercer must return her key upon her retirement
  - The ALS staff will need to pay for paper copies that are made on the library copier.
- That if the ALS remains in the Library that their literature and website and any other marketing materials be updated to acknowledge the Library and any other community organizations that give them free space or other support.
- That there be an annual letter of agreement between the Board and ALS regarding expectations of both entities.
- That ALS be offered private time with clients from 9:30 AM - 11:30 AM, and 5:30 PM - 7:00 PM in the shared office. Those are times when the maintenance staff does not have work hours.
- That ALS still has use of the quiet study rooms, as they have had in the past, like any other patron.