

FINAL

**Derry Public Library  
Board of Trustees Meeting  
Meeting Room A  
Monday, September 18, 2017**

**Present:** Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Heather Paradzick, Erin Matlin (Trustee Alternate – Non-Voting), Shannan McKenna (Secretary), Dorianne Haverty (Co-Treasurer), Cara Barlow (Library Director) and Courtney Wason (Reference Librarian)

**Absent:** Richard Tripp (Town Councilor)

Meeting was called to order at 6:28 by Liz Greenberg

**Presentation:**

Courtney Wason gave a presentation on the New Hampshire Room and its digital collections. The room's purpose is to serve as an archive of material relating to Derry and New Hampshire history. It may be used as a meeting room by DPL Trustees, the Derry Town Council and library staff only. Some items stored include Town of Derry Reports, Derry scrapbooks, microfilmed newspapers, family genealogies, historic postcards, Pinkerton Academy yearbooks, histories of surrounding towns, the Historic Homes Survey, the Nutfield time capsule, Robert Frost poetry and books, portraits, maps, artifacts from the Derry History Museum, Alan Shepard artifacts and files of clippings relating to Derry. Use of these materials are limited to members of the Derry Town Council, the DPL Trustees, DPL staff, and individuals conducting research.

Newspapers from 1886 – 2016 have been digitized from microfilm and are available online. Scrapbooks have also been digitized and digitization of the Historic Home Survey is partially complete and will be available online soon.

The Forest Hill Cemetery Database is also online, along with an obituary index from the Derry News.

Future plans include digitizing scrapbooks, completing the Historic Homes Survey, digitization of audio tapes of Alan Shepard, and implementation of marketing strategies to increase interest and donations. The archive can be accessed through the DPL website.

**Move to Non-Public Session:**

Motion by Valerie to move to non-public session under RSA 91A:3, II(c). Seconded by Helen. Roll call vote:

Liz Y      Shannan Y      Pete Y      Helen Y      Valerie Y      Heather Y      Dori  
Y              Motion Passed 7-0.

Meeting reconvened at 7:15

**Presentation:**

Cara presented the Trustees with a report addressing the high turnover of staff. In the past year there have been five retirements; six resignations from the Circulation Department related to people leaving for college, spouses transferred to other states or other life changes, and four resignations from the Children's Room.

Cara recognized when she came to DPL in April 2014 that there would be challenges and has been working towards increased professionalism, accountability and positive communication among staff. Since she's been director the Library has implemented an improved pay scale, now offers affordable family insurance to full-time staff, increased the frequency of staff meetings, provided mentoring of new staff and increased professional development opportunities, instituted performance reviews and a system of cross training staff. Two new supervisory staff members will be recommended by Cara for the upcoming Primex Supervisor's Academy.

Continuing issues with staff in the Children's Room will be addressed by an outside HR consultant. Cara suggested the Policy/Personnel committees consider including a Bullying Policy as part of the DPL Personnel Manual. As this is an ongoing process, the hiring of staff to replace the most recent Children's Room resignation is temporarily on hold, and the Trustees encouraged the liberal use of substitutes to provide adequate coverage.

**Amendments to Agenda:**

- None

**Acceptance of Minutes:**

*Helen moved to accept the draft minutes for the August 21, 2017 meeting. Liz seconded motion. Motion passed 5-0-2 with Shannan and Dori abstaining.*

**Treasurer's Report:**

- Dori presented the monthly report in new formats, one for the General Fund and one for the Fine Account. These represent a summary of monthly activity as reported in MUNIS, but in a format that is clearer and more concise.
- Included in the new format is a section highlighting issues or questions.
- Valerie requested a report that will show a comparison between current periods (quarterly or yearly) and prior year. Dori is working on that goal.

- The Town's annual report will be issued by the end of October when the final numbers for FY17 will be available.

### **Director's Report:**

- Professional development opportunities for our staff continue to be explored.
- SCORE has returned to repair the roof and appears to have been successful.
- The remaining LED fixtures are scheduled to be installed the week of October 2. The lighting contractor will coordinate with interior painters. These painters will also work to repair the areas damaged by the roof leaks. The lighting installation is scheduled to be completed in one week.

### **Acceptance of Gifts:**

- The Moms Club of Derry made an annual gift of \$120 as undesignated funds, to be spent at the Trustees see fit.

*Motion to accept \$120 gift from the Moms Club of Derry by Helen. Seconded by Valerie. Motion passed 7-0.*

### **New Business:**

#### ***Personnel Subcommittee:***

Personnel Appointments (provisionally approved by Personnel Committee):

- Cara recommended Jennifer DePino for the Circulation Department LA1, Step 1, 16 hours per week at \$13.39/hour and LIB1 non MLS Reference Librarian, Step 1, 10 hours/week at \$18.57/hour. This is a split position. Jennifer is in the process of obtaining her MLS and working with Courtney Wason on the digitization of the Historic Homes Survey.

*Motion to hire Jennifer DePino by Shannan. Seconded by Pete. Motion passed 6-0-1 with Heather abstaining.*

- Cara recommended Kimberly Litman for the Circulation Substitute at \$12.05/hour.

*Motion to hire Kimberly Litman by Dori. Seconded by Shannan. Motion passed 7-0.*

#### ***Finance Subcommittee:***

The Gifts section of the Financial Policy Manual is being updated and will be presented at a later meeting for discussion. The Manual with the previously approved updates has been posted on the Trustees page of the DPL website.

***Policy Subcommittee:***

Meeting room and volunteer liability coverage under Primex was discussed. Issue of existing coverage extending to library premises under Town policy to be clarified. Updated policies and releases have been sent to Primex for review. Concern as to extension of coverage to Friends of the Library and clarification needed to determine if additional coverage is required.

**New Business:**

- Resignation received from Circulation Library Assistant Jackie Monaghan and Children's Librarian Jennifer Morton.

*Move to accept resignations of Jackie Monaghan and Jennifer Morton by Helen. Seconded by Valerie. Motion passed 7-0.*

- Reminder that Long Range Planning will be held October 23, 2017 at 6:30.

**Public Comment:**

- No citizens asked to speak.

**Adjournment:**

*Motion to adjourn by Pete. Seconded by Heather. Motion Passed 7-0.*

Meeting adjourned at 8:16 pm

Next meeting October 16, 2017 at 6:30 pm.

Cynthia Messina  
Recording Secretary