

Draft

Derry Public Library Trustees New Hampshire Room September 19, 2016

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

Absent: Lynne Mann (Secretary), Phyllis Howard,

At 6:30 pm Elizabeth called the meeting to order.

Public Comment: None

Amendments to Agenda: None

Minutes

- There were substantive corrections to the August 2016 minutes so they will be resubmitted for approval at the October 2016 meeting as an updated draft.

Receive Treasurer's Report

- Fine account has \$108,642.61 in the bank.
- \$3,870 was expended from Fine Account line 490000; it was the deposit for the lighting assessment and design work being done by Leading Edge Design Group.

Director's Report

- The Library began advertising for the Head of Circulation position and Part-Time Children's Librarian position on Sept.6 with a closing date of Sept. 30. Phone interviews will start the week of Sept. 26 and in-person interviews the week of Oct. 3. Cara is focusing on hiring first for the public desk positions.
- The only children's room program that is being revised because of Nicole Giroux's resignation is children's yoga; it will become a gaming club.
- The lighting assessment and design report from Leading Edge Design Group should be to Cara by the end of September.
- Cara asked the Derry Police to trespass a library patron on Friday, Sept. 16 after numerous warnings to the patron about writing in library books and on newspapers, being loud, picking up other patron's belongings and urinating on library furniture.
- Cara spoke with an unhappy patron on Monday, Sept. 19 who returned a book with water damage and black mold growing under the cellophane cover. He claimed he borrowed the book in that condition. Cara invited him to the Board meeting but he did not attend; he threatened to write bad reviews of the library online, on Facebook and Twitter if he was held financially responsible for the damage.
- Councilman Fischer asked who was on the Personnel Subcommittee; Elizabeth, Dot and Pete. There was a discussion around why the Personnel Subcommittee had declined to hire a candidate for circulation substitute because she was highly educated. Councilman Fischer advocated for hiring highly educated substitutes; He said he was a former Superintendent of

Schools yet was serving as a Pinkerton substitute because he enjoyed the work. Dot responded that highly educated subs would not stay and therefore it was not worth training them. Cara pointed out that some of the Library's current best substitutes are highly educated.

Acceptance of Gifts

- The Board accepted the gift of two ukuleles from Derry resident and ukulele enthusiast James Kelley.

Old Business

- **Derryfest** – Thank you to board members Elizabeth, Helen, Liz and Dot and staff members Cara and Jess for staffing the Library's Derryfest table. Board and staff members were joined that day by Town Councilman Richard Tripp who helped draw attention to the table. Giving away one donated book per person with a coupon for the Friends' book sale was very successful, and holding bags of books for shoppers also went well.
- **Alan Shepard Project** – The Town has asked for feedback from the Library Trustees on the Alan Shepard Project's proposal to place the statue on Library grounds.
Motion: For numerous reasons, the Derry Public Library Board of Trustees' consensus opinion is that placement of an Alan Shepard statue on Library grounds is not appropriate. Elizabeth Ives made the motion, Helen Evans seconded and motion carried unanimously.
- **Revision of Financial Policy** – Helen gave an overview of the proposed revisions of the Library's Financial Policy (see appended document). It was asked, who is on the Finance Subcommittee? Elizabeth responded that it was the Board Chair, the Board Treasurer and the Library Director. Helen made a motion to approve the revised Financial Policy, Pete seconded and motioned carried unanimously. Cara will post the revised policies on the website with a paper copy for Elizabeth.
- **Revision of Circulation Policy** – Cara went over proposed revisions of the Circulation Policy. Revisions included but were not limited to adding circulating ukulele kits, raising the limit on the number of books allowed to be borrowed at one time, increasing copier and printing fees from .10 to .15 and various housekeeping updates related to spelling, punctuation and organization. Helen made a motion to approve the proposed revisions, Pete seconded, and the motion carried unanimously.
- **Revision of Head of Circulation Job Description** – The Personnel Subcommittee presented a revised Head of Circulation job description. The substantive change was that responsibility for ordering library supplies was removed from the description. Dot made a motion to approve the proposed revision, Liz seconded and the motion carried unanimously.
- **Revision of Building Supervisor Job Description** – No action was taken. The Personnel Subcommittee will bring this forward at a future meeting.

New Business:

- Elizabeth moved to accept with regret the resignation of Nicole Giroux, effective Sept 30, 2016. Helen seconded. Motion carried unanimously.
- There will be a party for Nicole on Wednesday, Sept. 28 at 3pm.
- Elizabeth moved to confirm Jennifer DePino as a circulation substitute LA1 at \$11.35/hour. Pete seconded. Motion carried unanimously.
- Helen moved to confirm Julie Gilchrist as a circulation substitute LA1 at \$11.35/hr. Dot seconded. Motion carried unanimously.

- Dot moved to appoint Courtney Wason as Acting Head of Children’s Services effective Oct. 1, 2016. While serving as Acting Head, Courtney’s pay will increase by \$2/hr, bringing her to \$20.57/hr. Courtney had successfully served as Acting Head of Children’s Services when Evan Michael Bush resigned in 2014. Helen seconded. Motion carried unanimously.
- By consensus the Board agreed to change the start time of future monthly Board of Trustees meeting to 6:30pm.
- Cara asked the Board to revisit the Library’s Holiday closing around Christmas. The Board had previously approved closing Saturday, Dec. 24 and Monday, Dec. 26. Cara asked for reconsideration of that decision as it had been pointed out to her that the DPL Personnel Policy stated that “if a holiday falls on a Saturday or Sunday, the Library will observe the holiday as determined by the Town.” (DPL Personnel Policy 7.1B). The Town is also closing Friday, Dec. 23. Liz made a motion to close the Library on Dec. 23 in accordance with DPL Personnel Policy. Helen seconded. Motion carried, with one voting against and one abstention.
- The next Board of Trustees meeting will be Monday, Oct. 17, 2016 at 6:30pm.

At 8:40pm Pete motioned to adjourn. Liz seconded. Motion carried.

Respectfully submitted,

Elizabeth (Liz) Greenberg
Acting Secretary