

# **DRAFT**

**Minutes  
Derry Public Library  
Board of Trustees  
June 16, 2014**

Present: Elizabeth Ives (Ch), Cara Barlow (director), Joan Crimlisk, Lynne Mann, Jack Robillard, Charlie Zoeller

Absent: Phyllis Howard, Dorothy Wiley, David Fisher (town council liaison)

Elizabeth Ives called the meeting to order at 7:02.

**PUBLIC COMMENT:** None

## **MINUTES:**

Jack motioned to approve the minutes of May 12, 2014. Lynne seconded. Charlie abstained because he was absent from May's meeting. The minutes were approved as stated.

## **TREASURER'S REPORT:**

- Brenda is making payments from both the General Fund and the Fine Account.
- \$70,000 in the Fine Account.

## **DIRECTOR'S REPORT:**

- Cara attended a Friend's meeting.
- Signs will be made to identify the study rooms and the New Hampshire Room. A "Derry Public Library" sign will be put on the outside wall facing MacGregor Park. Money is needed for the above mentioned signs and for a large Amazon bill. Treasurer Jack Robillard suggested that fine money be used to pay for the signs and the Board agreed by consensus.
- Kathy Musto solicited raffle prizes for the summer reading program.
- Sherry's adult program "Sustainability Strategies" was well attended and well liked.

## **ANNOUNCEMENTS:**

Elizabeth and Cara discussed their meeting with Taylor Library Board Chair Candy Andrews and Library Director Linda Merrill. Their discussion centered on a possible focus for Taylor Library, i.e., children, history and nature, or remain as it is. They discussed town needs and the library's collection and usage. A conflict of the cost and with GMILCS precludes making them be a branch of the Derry Public Library. The Taylor Board is meeting to discuss options.

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## **OLD BUSINESS:**

- Because of staff changes we have an excess of \$30,000 in municipal funds for the FY14 budget. Jack made the following motion:

I move to transfer \$30,000 from Derry Public Library Permanent Full Time wages (110) to Derry Public Library Transfer to Capital Reserve Fund (960). Funds are to be held in the DERRY LIBRARY CAPITAL IMPROVEMENT FUND by the trustees of the Trust Funds for the purpose of a roof replacement at the Derry Public Library.

Charlie seconded and the Board was polled individually. Motion passed unanimously.

### Grounds information

- As part of an Adult program there will be a 3'x3' vegetable garden containing lettuce and carrots.
- Dot has purchased flower plants for the new garden which Dot and Charlie will plant. Elizabeth will check with Dot about compost. Charlie suggested that it would be helpful to have a crushed stone walkway around the garden for protection. That will be investigated.
- More crushed stone is needed under the drip line.
- Elizabeth and Cara will set up a meeting with the Head of Parks and Recreation to discuss use and care of library grounds and park property. Although we care about how our building looks, we do not want to presume upon his authority.

## **NEW BUSINESS:**

### Building Supervisor job description

- Charlie motioned to accept the description with the mentioned changes. Joan seconded. Motion passed.

### Custodian job description

- Charlie moved to approve the description with mentioned changes. Joan seconded. Motion passed.

### Grounds Volunteer

- The liability insurance policy requires a roster for grounds volunteers to sign in and out. Volunteers need to be supervised by a paid employee or a trustee. In addition to the line for the volunteer's signature include a line for the volunteer's printed name.

### Circulation policy

- Charlie motioned to accept the policy as amended. Joan seconded. Motion carried.

### Head Children's Librarian

- Jack moved to confirm the hire of Nicole Giroux at \$23 per hour full time for Head of the Children's Department starting June 23. Joan seconded. Motion carried.

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- Joan moved to confirm the hire of Zachary Garvin at \$8.00 an hour as a Page to start as soon as possible Jack seconded. Motion carried.

## Summer hours

- Joan motioned to close the library on Saturdays July 5, 2014 through August 30, 2014. Jack seconded. Motion carried.
- Charlie moved to close the children's room Friday August 15, 2014, 1:00pm-3:00pm. That time is needed to set up the children's room for the One Hundred Book/Fifty Hour Party. The children's room will reopen at 3:00pm for those with tickets. Jack seconded. Motion passed.

## Elections

- Jack moved to keep the same slate of officers with the exception of Lynne as secretary. (Elizabeth, Chair; Charlie, Vice Chair; Jack, Treasurer; Lynn, Secretary). Joan seconded. Motion passed.

## ACCEPTANCE OF GIFTS:

- Angele van Oosteram from the Netherlands asked for information about Alan Shepard. As a thank you for the efforts provided by Information Services, Angele made a \$20.00 cash donation. Elizabeth moved to accept the \$20.00 gift. Joan seconded. Motion passed.

## ADJOURN

- Elizabeth entertained a motion to adjourn. So moved. All voted in favor. Meeting adjourned at 9:02pm.

Respectfully submitted,

Lynne Mann

Secretary



## Reminders

- Charlie gave each trustee a copy of the 5/29/14 draft for Derry Public Library Exhibits Policy. Please read. The floor will be open for comments during the next trustee meeting.
- Next meeting July 21, 2014.