

DRAFT

**Derry Public Library
Board of Trustees Meeting
Meeting Room A
Monday, August 21, 2017**

Present: Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Heather Paradzick (Trustee Alternate - Voting), Erin Matlin (Trustee Alternate - Voting), Richard Tripp (Town Councilor), Cara Barlow (Library Director) and Meryle Zusman (Library Communications Coordinator).

Absent: Deirdre Bridge (Co-Vice Chair), Shannan McKenna (Secretary), Dorianne Haverty (Co-Treasurer)

Meeting was called to order at 6:35 by Liz Greenberg

Presentation:

Merlye Zusman gave the Board a brief overview of the Library's utilization of social media. The DPL currently utilizes Facebook, Wowbrary, Twitter, Constant Contact and Instagram, with Facebook the most widely used. The purpose of all social media is to engage and connect with patrons and promote events and services.

Facebook: Posts made daily at a minimum. Often cited as the source of information by people attending events. Reviews posted receive a response and Messenger is used as a method of interaction with patrons.

Instagram: This reaches a different audience than Facebook and is less interactive. It is less popular with patrons than Facebook.

Twitter: Offers a constant feed, most of it automatically generated via other programs.

Constant Contact: This is an email program offered to new patrons at time of issuance of library cards. Patrons have the option to sign up or not and have emails sent with notifications of programs or events.

Wowbrary: Also offered to new patrons, new books and other items are highlighted and patrons are given the ability to reserve items directly.

You Tube: Self-produced videos are posted.

Flickr: Offers online photo sharing. No permission is needed from patrons in order to post, however, opt-out forms are usually offered at library programs.

Amendments to Agenda:

- Add resignation of Deirdre Bridge to New Business
- Add Derryfest to New Business
- Add New Hires to New Business
- Move resignation of Kathy Lane to closed session per RSA 91A:3 II

Acceptance of Minutes:

Helen moved to accept the draft minutes for the July 17, 2017 meeting. Erin seconded motion. Motion passed 6-0.

Treasurer's Report:

- The expenditure of \$37,000 for new lighting is the major item on the financial statement. As this is the beginning of the fiscal year, there has been limited activity on the statements presented.
- Work continues on adapting the format of the monthly reports.

Director's Report:

- Following a letter to SCORE sent by Brenda Keith, attorney for the Town of Derry, they returned and repaired the bubbles in the roof and re-sealed the seams. Following a heavy rain, new leaks appeared in the roof. Cara will contact Alan Cote for recommendations on how to proceed. Valerie requested a firm deadline be sent when dealing with SCORE.
- Lighting: The start of the project was delayed several weeks and when work was set to begin, it was determined that the wrong lights had been ordered by the contractor. Replacements are expected late September. To compensate for the delay and inconvenience, the contractor agreed to replace the foyer lights at no cost.
- A letter from Alyssa Lapierre thanking the staff of the DPL was read to the Board. Alyssa thanked the staff for support during her tenure with the Library.
- Sprinkler: The pipe in the Children's Room did not need to be replaced. The joints were causing the leak and they were replaced/repared as necessary.

Acceptance of Gifts:

- No gifts were presented

Announcements:

- The New Hampshire Library Association presents the Ann Geisel Award of Merit annually to recognize an individual's contribution to the New Hampshire library community. Erin and Cara nominated Helen and presented Helen with copies of the letters submitted with her nomination and a card of appreciation from the Derry Public Library staff.

- In anticipation of the long range planning ahead, Helen presented the Board with the framework for SWOT (Strengths, Weaknesses, Opportunities, Threats) as a suggestion for use in brainstorming.
- Derryfest is scheduled for September 16. The booth is manned by Cara and Trustees and visitors receive a book with library information and a coupon for Friends book sales. This year the table will be shared with the Supervisors of the Checklist who will perform voter registration. The Supervisors have previously held a separate voter registration drive at the Library.

New Business:

Personnel Subcommittee:

Personnel Appointments (provisionally approved by Personnel Committee):

- Cara recommended for hire Emma Groenewal and Violet Villanueva as library pages. They were selected from 40 applicants.

Motion to approve hire of Emma Groenewal and Violet Villanueva by Erin. Seconded by Helen. Motion passed 6-0.

- Cara recommended Michelle Bellavance as Children’s Department LA1 Step 1, 15 hours per week at \$13.39/hour.

Motion to hire Michelle Bellavance by Liz. Seconded by Helen. Motion passed 6-0.

- Cara recommended Dawn Mazur for the Circulation Department LA1 Step 3, 24 hours per week at \$14.20/hour. This is not a new position but a consolidation of hours.

Motion to hire Dawn Mazur by Helen. Seconded by Erin. Motion passed 6-0.

- Cara recommended Allisandra Murray for the Circulation Department LA1 Step 1, 29.5 hours per week at \$13.39/hour. She has been a sub in the Children’s Room since July 2017.

Motion to hire Allisandra Murray by Helen. Seconded by Liz. Motion passed 6-0.

Finance Subcommittee:

Valerie discussed ongoing efforts to make the DPL financial reports more understandable and cash based. The goal is to be able to identify trends within the report and match the reports generated in MUNIS. Sue Hickey and Brenda Lockwood will continue to be involved. Presentations by the Treasurer will be made to the Board quarterly. Final financial statements are not available until the audit of the FY is complete (estimated 4 months).

The Financial Policies Manual has been under revision to update and more accurately reflect the best practices currently in place. The Board discussed and recommended minor changes. The section on Gifts (page 18) requires additional revision as after discussion with the Town it was determined that gifts can now be placed in the care of the Trustees of the Trust Fund until needed.

Motion to accept the amended Financial Policies Manual, excepting the section on Gifts (page 18) as presented and revised by Liz. Seconded by Helen. Motion passed 6-0.

Policy Subcommittee:

Helen explained that the policies regarding meeting room use and volunteers were reviewed by Primex (insurer) to insure that all practical and legal responsibilities are being met. It was determined by Primex that there are items that need to be addressed as current liability coverage does not extend to these areas. Sample waiver forms were sent to Primex for review and determined to be insufficient. Options were discussed and the committee will continue to explore options.

Other Business:

- The removal of the evergreens in the central parking area endcaps was discussed and Cara was given provisional approval to explore options for removal.
- Resignations: Shelly Mead (LA1), Alyssa Lapierre (LA1), Samantha Poly (Page), Zach Garvin (Page).
- Long Range Planning is scheduled for September 11 (6:30) and October 23 (6:30).
- Deirdre Bridge (Co-Vice Chair) resigned via email citing family circumstances. As First Alternate, Heather was asked if willing to assume a full Board position. Heather accepted and will be presented for approval to the Town Council by Cara at their next meeting. If approved, Heather will serve until the March elections when she will have the opportunity to run to serve the balance of Deirdre's term (exp March 2019).

Motion to recommend Heather Paradzick to Derry Town Council to replace Deirdre Bridge on Derry Public Library Board of Trustees by Liz, seconded by Helen. Motion passed 5-0-1 with Heather abstaining.

Public Comment:

- No citizens asked to speak.

Move to Non-Public Session:

Motion by Liz to move to non-public session to discuss resignation of Kathy Lane under RSA 91A:3 II. Seconded by Helen. Roll call vote:

Liz Y Erin Y Pete Y Helen Y Valerie Y Heather Y
Motion Passed 6-0.

Meeting adjourned at 8:16 pm

Next meeting September 18, 2017 at 6:30 pm.

Cynthia Messina
Recording Secretary