

DRAFT

**Derry Public Library
Presentation to Board of Trustees – Right to Know Law (RSA 91:A)
Meeting Room A
Monday, July 17, 2017**

Present: Elizabeth Greenberg (Co-Chair), Helen Evans (Co-Vice Chair), Dorianne Haverty (Co-Treasurer), Pete Marcotte (Co-Treasurer), Shannan McKenna (Secretary), Valerie Roche (Co-Chair), Heather Paradzick (Trustee Alternate), Erin Matlin (Trustee Alternate - Voting), Richard Tripp (Town Councilor), Cara Barlow (Library Director) and Susan Brown (Assistant Director).

Absent: Deirdre Bridge (Co-Vice Chair)

Presenter: Attorney Gordon Graham

Presentation began at 6:05 pm.

The Right to Know Law is based on the NH Constitution and is designed to make municipal and elected boards accountable to the public.

Meetings: Notice of Meetings must be posted 24 hours in advance and open to the public. A quorum must be present to constitute a meeting. Accidental meetings of members, such as at public events, are not considered meetings unless they were convened to discuss business (must have a purpose and involve contemporaneous discussion). If this is the case, and business is discussed, it is considered a meeting and must be posted. If Board members have meetings with municipal officials to discuss library business, these should be posted as well.

Email: Members are not allowed to deliberate outside of posted meetings and if the content of the email (also phone, text) is sequential and contains discussion, it is considered a violation RSA 91:A.

Individual Authority: Members have no individual authority to act on behalf of the Board unless specifically delegated by the entire Board. Individual actions are not binding on the Board or Library when acting alone.

Non-Meetings: Non-meetings do not need to be posted and minutes are not necessary. Non-meeting topics are limited to discussions on strategies/negotiations with respect to collective bargaining, consultation with legal counsel, or if not convened for purpose of discussing or acting upon public business and no decisions are to be made.

Sub-Committee Meetings: The rules of meetings apply to sub-committee meetings. Meetings must be posted and minutes kept and available to the public upon request.

Minutes: Paper or digital minutes are acceptable. Minutes must contain who appeared, items of discussion, members, decisions and the vote recorded in a way that identifies how members voted. Roll-call votes are required to enter into non-public session. It was asked if sub-committee minutes can be incorporated into the Board of Trustees minutes and it was advised that they should not be. Sub-committees generally meet more than five days following Board meetings and the law requires that draft minutes be available to the public within five days of the meeting. It was discussed that the most accessible source is the DPL website.

Helen questioned the meaning of “*deliberate*” as Google Docs are currently used. As Google Docs allows multiple editors and users, is it considered as a forum for deliberation? The opinion was given that as long as all participants are giving input into the document and there is no back and forth discussion/deliberation, the use of Google Docs is acceptable.

Agenda: The Board is not restricted to the agenda as agendas are not included under RSA 91A. The Board can take any action it is allowed to take and can enter non-public session at will. The RSA only requires notice of meetings be posted. Best practice is the inclusion and posting of an agenda, but it is not required.

Non-Public Meetings: Non-public meetings must be pursuant to the enumerated reasons under RSA 91-A:3, II. If minutes are to be sealed, the Board must vote to seal the minutes when the public session is resumed. This requires a 2/3 vote of the Board, the reason why they are sealed, and must include the time period they must be sealed. Members may object to the matter being discussed in non-public session but retain the right to vote on the subject. As long as the objection is on the record, the member is not liable for any consequences that result from that action. Additionally, the scope of the non-public meeting is limited to the topic stated in the motion to enter the session.

Records: Failure to maintain records has consequences. All actions taken are void and individual members and the entire Board is subject to fines and damages.

Presentation ended at 6:50 with the thanks of the Board of Trustees.

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Board of Trustees
Meeting Room A
Monday, July 17, 2017**

Present: Elizabeth Greenberg (Co-Chair), Helen Evans (Co-Vice Chair), Dorianne Haverly (Co-Treasurer), Pete Marcotte (Co-Treasurer), Shannan McKenna (Secretary), Valerie Roche (Co-Chair), Heather Paradzick (Trustee Alternate), Erin Matlin (Trustee Alternate - Voting), Richard Tripp (Town Councilor), Cara Barlow (Library Director) and Susan Brown (Assistant Director).

Absent: Deirdre Bridge (Co-Vice Chair)

Meeting was called to order at 6:55 by Liz Greenberg

Presentation by Susan Brown:

- Susan Brown, Assistant Director, spoke to the Board and explained the monthly statistics report and its use. She explained that the report was important for accountability but that it measures outputs, not outcomes, and should be used for qualitative, not quantitative, purposes.
- The monthly report compares activity for the current month with the same month of the prior year. The context must be considered as circumstances such as the school year ending date can have an impact on the statistics. These reports are used to look at changes and trends over time and the library does keep additional statistics that compare years as well as YTD for the current fiscal year.
- All services are tracked with the exception of wireless usage as that is not possible. Our statistics are shared with NHSL and IMLS and can be compared with other libraries. They are also used to determine inter-library loan scheduling, calculate GMILS dues, in decision making, acquisitions, technology, staffing and space usage. Reference staff maintain a tally sheet of patron contacts to track face-to-face interactions.
- For the Board to have a more thorough overview of the statistics, Susan will provide the expanded spreadsheets in the future. Some trends can be explained. Derry has traditionally been slow to adopt new technology but Overdrive is trending up at present. When the economy trends up, library usage trends down.
- Shannan asked about the use of social media and Susan stated that they were all trending up and compared to other libraries, we have a high ranking. Ways to improve patron engagement with social media were discussed.

Amendments to Agenda:

- Add gifts to library pages under New Business

Acceptance of Minutes:

- Several corrections in spelling were made. Items were clarified to Helen as she was absent during the last meeting.

Valerie moved to accept the draft minutes as amended for the June 19, 2017 meeting. Pete seconded motion. Motion passed 6-0-1 with Helen abstaining

Dori moved to accept the draft minutes of the June 19, 2017 non-public meeting. Pete seconded motion. Motion passed 6-0-1 with Helen abstaining

Treasurer's Report:

- Dori discussed the meeting held with Sue Hickey, Town of Derry CFO, where suggestions were made to clarify the current report to a more user friendly format. Dori will continue to work on improving the presentation to the Board. Brenda will also meet with Sue Hickey to discuss MUNIS format changes.
- The goal is to have clear monthly reports that provide an overview, with the complete MUNIS reports included for depth.
- Brenda estimates, because of an unexpected end-of-year bill, that the library municipal budget may be over-expended by less than \$100. This over-expenditure in the General Fund can be reclassified to the Fine Account to zero out the budget.

Helen moved to give Cara authority to request the Town Finance Dept. to reclassify monies from the General Fund to the Fine Account as necessary to zero out the budget. Seconded by Dori. Motion passed unanimously.

Director's Report:

- LED lighting installation is scheduled to begin July 31. It should be completed in 4 days.
- Roof Leak – still no response from SCORE and the issue has been referred to the attorney for the Town of Derry, Brenda Keith. It may be necessary to hire another contractor.
- Catwalk – FTX Pro has been contacted for an estimate.
- Cara completed a building analysis with Alan Cote and is working on creating a spreadsheet so work can be tracked.

- Helen offered kudos to Cara for attending the American Library Association Conference and pursuing items the Board has identified as areas of concern and improvement.
- Discussion of the use of funds from front desk book sales. Friends of the Library currently receives these funds, however, the money could be included in the Fine Account. Concerns about reducing funds available to Friends of the Library were raised and the impact will be discussed at the next meeting.
- Better World Books is being considered as an option to book sales to the public if books are determined to have a higher value.

Acceptance of Gifts:

- No gifts were presented.

Announcements:

- Pete discussed a sight screening offered in conjunction with the Derry Lions Club held June 21. It was discussed that this program should be offered again in conjunction with children's programs and possibly Derryfest.

Subcommittee Updates:

- Personnel – no report as committee did not meet.
- Policy – no report as committee did not meet.
- Finance - no report as committee did not meet.
- Space Needs – The situation with the Adult Learning Center has been resolved. They have found alternative space and will not be using the office space at the DPL.

New Business:

- Gifts for Library Pages – A gift for the two pages leaving the library at the end of the summer to enter college was discussed. Shannan will send gift cards with thank you notes from the Board.

Erin moved to authorize the purchase of two \$50 Amazon gift cards from the Gift line item. Helen seconded. Motion passed unanimously.

- Consideration of self-checkout console – tabled.
- Consideration of removal of evergreens – tabled.

- Consideration of car-accessible book drop – tabled.

Scheduling:

- Long Range Planning - Planning sessions were scheduled for September 11 at 6:30 and October 23 at 6:30. Cara will distribute notes from the last planning session, as well as the annual report and community information. Valerie suggested that Department Heads be asked for ideas and suggestions.
- Due to the constant state of change, a 1-2 year plan rather than the traditional 5 year plan is advised.

Public Comment:

- No citizens asked to speak

Adjournment:

Liz moved to adjourn meeting. Helen seconded motion. Motion passed unanimously.

Meeting adjourned at 8:15 pm

Next meeting August 21, 2017 at 6:30 pm.

Cynthia Messina
Recording Secretary