

**Derry Public Library
Board of Trustees Meeting
Meeting Room A
Monday, June 19, 2017
*Approved July 17, 2017***

Present: Elizabeth Greenberg (Chair), Deirdre Bridge, Dorianne Haverty, Pete Marcotte, Shannan McKenna, Valerie Roche, Heather Paradzick (Trustee Alternate), Erin Matlin (Trustee Alternate), Richard Tripp (Town Councilor) and Cara Barlow (Library Director).

Absent: Helen Evans

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

Amendments to Agenda:

- Move Director's employment status and compensation to end of agenda
- Add Financial Transfer to New Business

Acceptance of Minutes:

Deirdre moved to accept the draft minutes for the May 8, 2017 meeting. Shannan seconded motion. Motion passed unanimously.

Treasurer's Report:

- Beginning next month the Treasurer will present report in a more formal format
- General Fund is 95% spent which is to be expected at this time in the year
- Discussion of a negative balance in the Available Balance in the Fine Account of (\$27,822.69) as shows on report. A meeting is planned with Sue Hickey, Town of Derry CFO, for better understanding of report. Cara explained that fines are decreasing and that the fine amount is a projection but that the money can be spent now as it has been accruing

Director's Report:

- Approval for the catwalk construction has been given by Alan Cote of the Town of Derry Department of Public Works. Three proposals will be solicited. The catwalk is necessary to create access to several HVAC units that are in need of service but cannot be accessed.
- Despite repeated attempts, SCORE has not returned to repair the roof. Cara will continue to contact them.
- The building HVAC system is in need of attention; however, until access can be created it is on hold.
- Elizabeth stated she had attended several programs over the past month and found them to be successful, the Japanese Drumming in particular.

Acceptance of Gifts:

- Gil Slater, a Londonderry resident who brings his grandchildren to the DPL, has made a gift of \$500 designated for use in the Children's Room.

Deirdre moved to accept the restricted \$500 donation. Shannan seconded motion. Motion passed unanimously.

Announcements:

- Two Pages that have been with the Library for several years graduated from Pinkerton Academy this month. The staff planned a small celebration and collected for a gift. Sam is attending UNH this fall while Zach is attending Connecticut College. The Board was asked to consider making a gift as well and may be discussed next month under New Business.

Subcommittee Updates:

- Personnel Subcommittee
 - FSA changes – As the Town of Derry and the DPL share a tax ID number their FSA plans must be aligned. The new FSA will run from July 1 – December 31, 2017 and will then move to a calendar year. A discussion of the limits must be revisited before January. The Town FSA is structured so that the Town does not pay administrative fees, they are paid by the employees. A survey of participating staff did not feel this was an issue.

Elizabeth moved to accept the amendments to the FSA for calendar year 2017. Motion passed unanimously.

- Policy
 - Common Borrowers Card: In continuing the review of outdated policies, the committee recommends that the Derry Public Library adopt the GMILCS Common Borrowers Card and Open Request Policy revised April 20, 2017. The major change with this revision is the addition of item 10 allowing customers to check out materials with a current photo ID if the address matches the patron database. A discussion of fine collection and retention ensued. Cara explained that some libraries utilize the GMILCS credit card system for file collections. The cost per library is \$800 per year and while some libraries recoup the fee, others do not. There is no POS and usage is cumbersome. Richard added that when citizens use credit cards to pay for Town services the fee is paid by the customer.

Motion by Heather to adopt amended GMILCS Common Borrowers Card and Open Request Policy. Motion seconded by Dori. Motion passed unanimously.

- Statement of Cooperation Between Library and Museum of History: Currently there is not a signed agreement on file that can be filed

electronically. Cara discussed this agreement with Karen Blandford Anderson who will sign.

- Conflict of Interest Policy: The purpose of the revision is to clarify verbiage and align policy wording with that of NHLTA. Discussion of protocol should a board member not properly recuse him/herself. Determined that wording for this circumstance not necessary in policy. Trustees take oath to act in best interests of the Library.

- DPL Trustees Bylaws Revision: The purpose of the revision was to reduce redundancy and make policy more reflective of current board structure. In item 1.17 the words "(See Addendum)" were removed. Discussion of item 1.2 followed the recommendation that guidelines of committee membership be struck. The Chair felt that defined membership was appropriate, however, as the Board now allows co-officers and co-chairs the language did not allow for that. The Committee felt that the unstructured format would allow for members with particular strengths to choose to join specific committees. It was decided that the section would remain with the designation of "The" officer be changed to "A" to reflect the co-officer structure. The Committee recommended that the entire Certification of Adoption section and both Addenda be struck as they are unnecessary.

These changes were unanimously approved.

- Finance:
 - The committee has undertaken a thorough review of the Financial Policies Manual. The purpose was to make wording consistent and to align the Library procedures with the MUNIS system utilized by the Town. Changes in the Treasurer's duties were proposed, moving the Treasurer into an audit position, eliminating the need for the Treasurer to oversee weekly deposit, entrusting Library staff (see Page 8 of Financial Policies Manual). Changes to the responsibilities of Administrative Assistant as described on Page 20 of Financial Policies Manual allowing processing of deposits were also recommended. Due to the scope of the changes recommended in other policies and procedures and necessary revision of job descriptions, discussion was tabled until members had the opportunity to review all the changes further.

Motion to accept changes to Page 8 (Duties of Treasurer) and Page 20 (Weekly Accounting Procedures as presented by Liz. Seconded by Deidre. Motion passed unanimously.

- Space Needs – Memorandum of Agreement:

- The agreement between DPL and the ALS was clarified to be comprehensive yet flexible and address past issues. ALS will use mezzanine office and have use of copiers and printers. ALS will provide DPL with names and addresses of staff and it is understood that the space is shared with DPL and available when necessary. ALS will be provided an office key but not a building key. ALS will also need to provide a business address and phone other than the DPL. Dori will contact the ALS director prior to the next Board meeting to review the agreement.

Motion to provisionally approve Memorandum of Agreement by Dori. Seconded by Heather. Motion passed unanimously.

New Business:

Personnel Appointments (provisionally approved by Personnel Committee):

- Cara recommended for hire Jennifer Khoury as a 27.5 hour/week LA1 in the Circulation Department at step 3 (\$13.39/hour). This is not a new position. Jennifer has been employed as a sub since September 2016.
- Cara recommended Theresa Stallings as Children Librarian's substitute (pay rate 90% of step 1, \$16.71/hour). Currently a Technology Assistant at Grinnell Elementary.
- Cara recommended Alissandra Murray as a Circulation (\$12.05/hr) and Children's Librarian substitute (\$16.71/hour). Ali has job shadowed here in the past and intends to become a children's librarian.

Motion to approve new hires Jennifer Khoury, Theresa Stallings and Alissandra Murray by Shannan. Seconded by Deirdre. Motion passed unanimously.

- Creation of Children's Library Assistant (LA1): The retirement of the Children's Librarian and reduction of hours of other staff has resulted in the creation of this reduced position. The proposed position is would be 15 hours per week ~~with a pay range of \$13.39 - \$14.20/hour~~ and would mirror the circulation LA1 pay scale.

Motion to create position of LA1 at 15 hours per week by Liz. Seconded by Shannan. Motion passed unanimously.

Motion to accept job description of LA1 by Deirdre. Seconded by Shannan. Motion passed unanimously.

Formation of Statistics/Data Analysis Committee Proposal:

- Valerie discussed the need to better present and understand the statistics presented and how they influence programming and acquisitions. More familiarity is needed to improve long range planning. Smaller committees have proved efficient in the past. Cara suggested Susan Brown be invited to a Board meeting in July or August to discuss the report and how it can be improved to

highlight trends and important changes. Valerie has noticed certain trends and would like deeper analysis.

Financial Transfer:

- Due to personnel vacancies, a surplus of municipal funds exists in Line 10427000110002 – Permanent Wages. Cara recommended a transfer of \$10,000 to Line 10427000490000 – Other Property. These funds are earmarked for the repair of the leaking sprinkler system in the Children’s Room and related facilities work. This work cannot be done immediately due to the Summer Reading Program. The system is working properly.

Motion to approve transfer from Permanent Wages (1042700011002) to Other Property (1042700049000) in the amount of \$10,000 by Liz. Seconded by Valerie. Motion passed unanimously.

Scheduling:

- Long Range Planning Half Day Retreat: Tabled to next meeting in interest of time.
- A meeting the Town of Derry CFO Sue Hickey to review MUNIS reports will be scheduled via Doodle. Invitations will be sent.
- The Right to Know presentation with Attorney Gordon Graham will take place before the next regularly scheduled meeting from 6:00 – 6:30 on July 17. Attendance at this presentation is optional. The regular meeting will begin at 6:30.

Public Comment:

- No citizens asked to speak. Brief discussion of how best to notify public of meetings to increase public attendance. Notice of Meeting posted at Town Hall, DPL, the DPL website and Facebook.

Move to Non-Public Session:

Motion by Valerie to move to non-public session to discuss the Director’s employment status and compensation. Seconded by Pete. Roll call vote:

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

Meeting adjourned at 8:00 pm

Next meeting July 17, 2017 at 6:30 pm.

Cynthia Messina
Recording Secretary