

**Derry Public Library
Board of Trustees Meeting
New Hampshire Room
Monday, April 17, 2017**

FINAL

Present: Helen Evans (Acting Chair), Elizabeth Greenberg, Dorianne Haverty, Pete Marcotte, Shannan McKenna, Valerie Roche, Heather Paradzick (Trustee Alternate), Richard Tripp (Town Councilor), and Cara Barlow (Library Director)

Meeting was called to order at 5:01pm by Helen Evans.

Amendments to Agenda: None

Public Comment:

Kathy Mercer of Adult Learning Services (ALS) provided an overview of services provided at the Derry Public Library (DPL) and answered questions from the Board about number of tutors, space needs and program funding. The Board conveyed the value of the services provided through ALS and that the space considerations for the program were on the April meeting agenda for discussion.

Acceptance of Minutes:

Valerie moved to accept the draft minutes for March 27, 2017 meeting. Liz seconded motion. Motion passed unanimously.

Treasurer's Report:

- 75% target, 73.5% spent. Expenditures are within budget and on target.
- Fine amount: \$108,162.34 – Additional approved fine account funds will be used to pay for lighting project which will reduce fine account by approximately \$30,000.

Director's Report:

- Author Fest - Scheduled for May 6th and Cara encourages trustees to attend and participate, if able. All required positions are covered, so any trustee attendance would be supplemental help and show of support for event.
- Lighting Project - Richard state that project funding from town remains pending discussion. Cara confirms project is proceeding based on moving FY17 municipal money from the personnel categories 110 (permanent staff) to 490 (other property related services).
- Derry Net Zero - Task force will visit library on April 18th to view roof. Further information to be provided at later board meeting as evaluation is in preliminary stage.
- Sonshine Food Drive – Food pantry staff settling into new location and food drive at DPL postponed until May.
- New custodian - Board of Trustees Personnel Committee review candidate's resume and provisionally hire Mike St. Louis as Head Custodian at 20 hours/week beginning on April 17, 2017.
- Alternate trustee – Erin Matlin submit a letter of interest in alternate trustee position.

Helen moved to accept Erin Matlin as an alternate trustee for approval of the town council and charged Cara Barlow with submitting Erin's name and letter to the Town Council. Liz seconded motion. Motion passed unanimously.

- Landscaping – Discuss if mulch will be replenished. Cara stated landscaping will be updated.
- Approved library budget reduced by \$2000 – Cara stated the amount could be absorbed in the FY18 library budget. The total FY18 total town department requests added up to \$70,000 over the tax cap, so all departments were receiving reductions. The library is approximately 3% of the municipal budget and our reduction was 2.8% of \$70,000.
- Department reports - Board had positive feedback for all department reports including the comprehensive content of Meryle’s PR update.
- Richard suggested local public television used as medium to share library programs with individuals not able to attend in person (film library programming).
- **Action item:** Cara will follow-up with contact for local cable TV about possibility.

Announcements: None

Old Business:

- **Trustee bylaws revision**
 - Helen proposed revised text to include co-leadership structure.
 - Board discussed removing “Two” from text to clarify four positions and restoring struck-out line.
 - Discussion about permissibility of alternate trustee serving in board position.
 - **Action item:** Cara will research option of alternate trustee in board position.

Valerie moved to approve the bylaws as amended during meeting and that the amendments be entered into the minutes. Dori seconded motion. 6 yeas, 1 opposed. Motion passed.

- Amended bylaws text as follows:

“3.1 The Officers shall be a Chair, a Vice Chair, a Treasurer, and a Secretary elected from among the members of the Board at the Annual Meeting in June and to take office July 1. The Board has the authority to adopt co-leadership officer positions of it so chooses. The seven member board plus up to three alternates may choose to serve as:

- Co-Chairs
- Co-Vice Chairs
- Co-Treasurers
- Co-Secretaries

Co-officers shall determine how to share the duties enumerated in Sections 3.3 through 3.6.”

- **Appointment of acting Board Officers**
 - Discussions include determining decision maker with co-leadership structure; ability to share workload between co-leaders and trying structure on a provisional basis; and list of candidates for each co-leadership position.

Heather moved that the following slate of officers serve in an acting capacity until July 1, 2017 per the revised DPL Board of Trustee Bylaws: Co-Chairs as Liz Greenburg and Valerie Roche; Co-Vice Chairs as Deirdre Bridge and Helen Evans; Co-Secretaries as Shannan McKenna and Heather Paradzick; and Co-Treasurers as Dori Haverty and Pete Marcotte. Liz seconded motion. 6 yeas, 1 opposed. Motion passed.

- **Set committees, meeting dates and times**
 - General board discussion on interest and chairs for committees. Meetings will be as needed driven by agenda items.
 - Committee members determined as follows:
 - Personnel: Deirdre, Liz (Chair), Shannan, Cara
 - Policy: Helen (Chair), Deirdre, Heather, Cara
 - Finance: Dori (Chair), Pete, Valerie, Cara
 - Space Needs sub-committee: Dori, Valerie, Shannan, Cara
- **Hiring secretary to record minutes**
 - Discuss possibilities for sharing role of taking minutes and concerns about cost of approximately \$75/meeting.
 - Discuss using Professional Services line item in approved FY18 budget to fund recording secretary position.
 - Review benefit of hiring secretary discussed at last board meeting (full participation of all Trustees, without simultaneous note-taking) and additional benefit of saved time for Library Director in revising minutes.

Helen moved that the Board approves payment of \$75/meeting for a recording secretary, charges the Personnel Subcommittee with creating a recording secretary job description. Delegates the recruitment for said position to the library director. Shannan seconded motion. 5 ayes, 2-opposed. Motion passed.

- **Head Custodian appointment** - Michael St. Louis provisionally hired by Personnel Committee on April 6th.

Helen moved that Michael St. Louis be appointed Head Custodian at \$17.51/hr and with a base schedule of 20 hours a week. Shannan seconded motion. 7 ayes, 0 opposed. Motion passed.

- **FY18 Fine Budget approval** - Cara propose fine budget based on FY17 fine budget with addition back of \$2000 removed from prior year's fine budget.

Helen moved that the Board approve the proposed FY18 fine money budget and that the said budget sheet be entered into the minutes. Dori seconded moved. 7 ayes, 0 opposed. Motion passed.

- **Report of Library Space Needs Committee**
 - Committee presents space recommendation which includes shared office space between DPL Head Custodian and ALS, annual written agreement with ALS, return of library key, and update of ALS marketing materials to include DPL space provision.

Valerie moved that the Board accept the Space Needs Committee report and recommendations and that they be entered into the minutes. Dori seconded moved. 7 ayes, 0 opposed. Motion passed.

- Board will draft recommendation letter to Kathy Mercer/ALS by end of week based on recommendation of committee with shared office plan implemented by no later than May 5th.

- **Report of Personnel Committee** – Minutes of April 6th meeting distributed to Board.

New Business:

- **Head of Technical Services appointment and job description**
 - Cara proposed a revised job description and request hiring of Jessica Drouin as Head of Technical Services.
 - Discuss reviewing job description as part of next personnel committee.

Helen moved that Jessica Drouin be appointed as the Head of Technical Services, Non-MLS Department Head, at \$24.16/hr for 37.5 hours a week. Dori seconded motion. 7 ayes, 0 opposed. Motion passed.

- **DPL Facilities Masterplan Executive Summary** – Not discussed.

Acceptance of Gifts:

- \$30 gift received from Derry Garden Club in memory of William Fleming.
- \$250 gift received from Parkland Medical Center to support Author Fest.

Liz moved to accept the gifts. Helen seconded motion. Motion passed unanimously.

Adjournment:

Pete moved to adjourn meeting at 6:37pm. Liz seconded motion. Motion passed unanimously.

Respectfully submitted,
Heather Paradzick