

FINAL

**Derry Public Library
Board of Trustees Meeting
Colette Room
Monday, November 20, 2017**

Present: Elizabeth Greenberg (Co-Chair), Valerie Roche (Co-Chair), Helen Evans (Co-Vice Chair), Pete Marcotte (Co-Treasurer), Erin Matlin (Trustee Alternate – Voting), Shannan McKenna (Secretary), and Cara Barlow (Library Director).

Absent: Heather Paradzick, Dorianne Haverty (Co-Treasurer), Richard Tripp (Town Councilor)

Meeting was called to order at 6:30 by Liz Greenberg

Acceptance of Minutes:

Helen moved to accept the draft minutes for the October 16, 2017 meeting (Public and Long Range Planning). Pete seconded motion. Motion passed 6-0.

Treasurer's Report:

- It appears the budget is on track for the current fiscal year.
- Cara confirmed that the funds from Non-Resident Cards, Lost Cards and Promotional items (i.e. earbuds) in the Fine Account can be used for Professional Services. At present the account has approximately \$15,000.

Director's Report:

- Cara received a letter from T J Cullinane thanking her for her recommendation of him as the speaker for the Chamber of Commerce annual luncheon and also to Eversource.
- Helen commended the staff for their enthusiastic participation in One Spooky Night and declared the night a success.
- Cara was invited to meet with representatives at the First Church of Christ, Scientist. The Church has offered the Derry Public Library use of their lot when needed for overflow parking during events. Pete asked if it were necessary to formalize the offer, however, Cara is in frequent contact with a Reader and believes an informal arrangement is acceptable.
- Helen asked about the online courses that staff had taken. The staff reported that much of what was presented has been addressed internally by Cara and Susan and appreciated the training as it reinforced what they had received in house.
- Helen raised the issue of the Bridges Program. Cara suggested that Head of Children's Services Ray Fontaine be invited to address the trustees on current services offered to preteen and early teen library users.

- Serena Levine had been the SAU liaison and following her retirement, no liaison is in place. Cara was requested to contact the SAU to see if the SAU could recommend a replacement for Serena.

Acceptance of Gifts:

- Cara presented a \$50 gift in memory of Karen Lawlor Stack given by Christopher and Pamela Henrichon for the purchase of audio books.

Helen moved to accept a \$50 gift from Christopher and Pamela Henrichon. Shannan seconded. Motion passed 6-0.

Old Business:

Personnel Subcommittee:

- The Personnel Committee is on hiatus pending the review of the Personnel Policies by the consulting firm.

Finance Subcommittee:

- No report

Policy Subcommittee:

- Primex has the volunteer and meeting room policies for review.
- The next major area of policy updating will be Circulation. These are currently being reviewed by Cara, Susan and Julie Gilchrist and the focus is to separate policy from procedures to simplify the updating. Early December is the target date for a preliminary meeting.
- The Subcommittee currently has two members and a third is needed. Erin agreed to join.

Lighting

- Work continues on installing the new lighting. Still to be installed are the foyer lights and a control panel behind the main desk. The system needs to be programmed and a training session for staff on how to adjust the lights.

Roof:

- SCORE did not obtain the manufacturer's warranty as required by their contract. Cara has been unsuccessful in her attempts to contact SCORE and has referred the issue to Brenda Keith, attorney for the Town of Derry. In private conversations with the former Project Manager, it appears the roof may have been installed incorrectly and this is the reason the manufacturer did not inspect the roof after installation. This inspection was necessary to activate the warranty. The project was bid through the Town and per requirements the lowest bidder was awarded the contract. The benefits of using the

Town was to take advantage of the expertise and advice of the Public Works staff as well as the support of the Town attorney in the event of a failure.

Long Range Planning/Budget Planning:

- Cara had discussion with staff to determine areas in need of improvement, priorities and events and used this input to create projected budget needs to present to the Derry Town Council during the budget hearings.
- The book and materials budget has been level funded since 2013. The cost of acquisitions has increased 20% during that time.
- Cara recommended the Derry Public Library create a nonprofit Foundation that will work on fundraising and establishing trust funds for the Library. This is a pro-active step toward developing a base from which long term growth can be built. There is a cost to establishing the Foundation but these are one time expenditures.
- Staff needs include the creation of the full-time Building Manager position. Currently Cara spends half of her time on building related issues. A second full-time Children's Librarian is needed to meet the goal of two full time staff in each department and accommodate the increased programming in that department. To remain open on Saturdays during the summer months, the funding for Substitutes would need to be increased.
- The Nutfield 300th celebration is scheduled for April through September 2019. Library participation in the celebration may include the self-publication of a children's book using the historic postcards in the Library's collection as illustrations. All staff would participate in this project and the book would be sold.
- Community outreach must continue to increase and include more family programming to engage parents and children in our services.
- Point of sale systems will be explored to offer patrons the ability to selfcheck out and pay for services. Possible options include using the system in place at the Town Offices where patrons pay the associated fees or another service through GMILCS.
- The first step in the budget process is to meet with the Town Chief Financial Officer for a preliminary review of the proposed budget, followed by presentation to the Town Administrator and Town Council.
- Shannan questioned the absence of a Human Resources position that had been discussed in the past but was not included. Val suggested that a consultant be used to resolve issues on an as needed basis to reduce costs and requested funds be added to the proposal for this purpose.
- A subcommittee was formed to begin the process of establishing a Foundation. Shannan (Chair), Val and Liz were appointed.

New Business:

- Library Page, Emma Groenewal, tendered her resignation.

Motion to accept Emma Groenewal's resignation by Val. Seconded by Helen. Motion passed 6-0.

- The schedule for holiday observances/Library closings was reviewed. In observance of Veteran's Day, the library will close November 12, 2018.
- An update on the work of Spectrum, the consultant firm hired to review personnel issues, was requested. Spectrum has contacted former employees and performed exit interviews and hopes to present findings soon. Helen drafted a letter to send to all current employees to update them on the scope and progress of the review. Spectrum will review the letter.

Val moved to distribute the letter to current staff. Seconded by Erin. Motion passed 6-0.

Public Comment:

- No citizens asked to speak.

Adjournment:

Motion to adjourn by Pete. Seconded by Shannan. Motion Passed 6-0.

Meeting adjourned at 7:59 pm

Next meeting December 18 at 6:30 pm at The Halligan Tavern.

Cynthia Messina
Recording Clerk