

DRAFT

**Derry Public Library  
Board of Trustees Meeting  
Casa Java  
Monday, December 18, 2017**

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

Meeting was called to order at 7:22 by Liz Greenberg

**Acceptance of Minutes:**

Val noticed that Helen was designated the Co-Vice Chair. The other Co-Vice Chair had resigned from the Board and another was not appointed at that time. A request for a volunteer was made by Liz and this was tabled to the next meeting.

*Val moved to accept the draft minutes for the November 20, 2017 meeting. Helen seconded motion. Motion passed 7-0.*

**Treasurer's Report:**

- Val questioned the Operating Expenses which showed that only 38% was left for the remainder of the year. Dori and Cara explained that there are several annual expenditures made at the beginning of the fiscal year and that there was no cause for concern at this time.
- Val questioned the Year to Date Intake of fine monies was at 25% of budget, rather than the expected 50%. Dori explained the pattern of over-forecasting this revenue and suggested that, going forward, projections be more realistic. Cara suggested that a Foundation would be useful in offsetting revenue decreases.
- Total funds on hand are as indicated on the Treasurer's Report.

**Director's Report:**

- Cara informed the Board that in January, Jessica Benson, Director of Supplemental Resources at SAU10, will replace Serena Levine as the district liaison to the Library.
- Lighting work continues. The installation of the switches is more complicated than originally anticipated due to the age of the current wiring. Pete was concerned that the cost would increase, however, no additional fees have been charged.
- The roof repairs are on hold due to the weather. The Town Attorney has not responded to inquiries and Cara has been unable to contact SCORE. In reviewing invoices, Pete

saw the recent bills for repairs and was assured that the Town Attorney would seek to have the Library reimbursed.

- Erin asked the status on the removal of the evergreens in the parking lot. The Town is unable to remove the shrubs and the arborist will be asked to remove them in the spring when the annual tree trimming is performed.
- The Trustees were invited to attend all or part of the staff professional development training day scheduled for January 15. Val asked for an agenda.
- Val asked that Ray be invited to be the next speaker to present his thoughts on reaching children ages 11-13. A recent program had 37 attendees and multi-age programs are better attended than age specific ones. A new Take Apart Program is planned for families.
- The First Annual MacGregor Poetry Contest is planned for mid January – March 1. A \$250 cash prize will be awarded in April, which is National Poetry Month.
- Erin recognized the success of the Giving Tree. Cara reported that the project benefitted The Upper Room.
- Pete responded to Meryle's report from the NHLA Fall Conference that "people identify with people, not institutions", and suggested a staff member be showcased monthly.

#### **Announcements:**

- Helen congratulated Courtney Wason and Jen DePino on receiving master's degrees, their second each. Shannan will send congratulatory notes.

#### **Old Business:**

- Pete provided an update on the human resources consultant. All former employees have been contacted and interviewed and this process will begin with current employees shortly. The target date for a full report is January, however, it cannot be guaranteed. The letter to staff detailing the process received no response.

#### **New Business:**

- The schedule for the 2018 Board of Trustees meetings was reviewed. Meetings are held the third Monday of each month at 6:30, unless a holiday falls on that date. In that case, meetings are held the following Monday. The January meeting will be held on the fourth Monday.
- The terms of three Trustees will expire in March 2018.
  - There will be two three-year positions up for election (currently filled by Helen and Pete)
  - There will be one two-year position up for election (currently filled by Heather Paradzick)
  - The filing period for candidates will January 24th - February 2nd, 2018
- NHMA is presenting a Right-to-Know seminar at the Derry Municipal Center on January 23. Trustees are invited to attend.

- Volunteer Abby Plante has finished cataloging the database of the Forest Hill gravesites and a luncheon to recognize this accomplishment will be planned.

**Public Comment:**

- No citizens asked to speak.

**Adjournment:**

*Motion to adjourn by Pete. Seconded by Val. Motion Passed 7-0.*

Meeting adjourned at 7:56 pm

Next meeting January 22, 2018 at 6:30 pm.

Cynthia Messina  
Recording Clerk