

DRAFT

Derry Public Library
Board of Trustees
N. H. History Room
October 20, 2014

Present: Elizabeth Ives (Ch), Phyllis Howard, Jack Robillard, Dorothy Wiley, Charlie Zoeller and Director – Cara Barlow. Delayed: Joan Crimlisk. Absent: Lynne Mann, David Fisher – Town Council Liaison.

Elizabeth Ives called the meeting to order at 7:00 p.m.

AMENDMENTS TO THE AGENDA:

- Approve ban of patron

PUBLIC COMMENT: None

MINUTES:

- Phyllis made a motion to approve the minutes of September 15, 2014 to be accepted as amended. Jack seconded and the motion passed.
- Charlie made a motion to approve the non-public minutes of September 15, 2014 as amended. Dorothy seconded the motion and the minutes were accepted.
- Elizabeth confirmed with the board that the non-public minutes remain non-public. All were in favor.

TREASURER'S REPORT:

- Jack presented the financial report. We are at the 25% point in the fiscal year and have expended 25.5% of the budget in the general fund account. Temporary wages are at 66% of allocation and need to be monitored. Materials are also slightly ahead of target.
- Jack reported that there is \$68,819.54 in the fine account.

DIRECTOR'S REPORT:

- Cara said that the Library is nearly fully staffed for the first time since she joined the Library. There is one opening for a page position. Advertising for openings has been expanded to include Rockingham Community Services and Craig's List.
- The book-depicting potato project for Derry Fest was very successful and will be expanded next year.
- Elizabeth said the Board needs to be more present at the Library table next year.
- Cara intends to vote no in regard to adding a "buy-it-now" button on the NH Downloadable Books website titles.
- The Library is exploring an e-book service to Derry elderly and shut-ins. Candidates for the service would include meals-on-wheels recipients.
- Cara is exploring the creation of a Library Foundation, which would require a separate board and allow application for larger grants. She is going to talk to Terry Knowles.
- The Library is hosting a program, "Heroin in Derry" 10/28/14.
- Cara is to speak at the Rotary on Nov. 18th.
- The Taylor Library is going to be open on Sundays 10-3 and will serve coffee.
- Training for NHLA Treasurers will be held at DPL.

OLD BUSINESS:

- Elizabeth presented the new Grounds Volunteer form
- The Performance Review Training was successful with 32 attendees.

NEW BUSINESS:

- Jack made a motion to approve the appointment of Karen Townsend as a substitute LA1 at a salary of \$12.61/hour. Phyllis seconded and the motion carried.
- Charlie made a motion to get Personnel Policy 7.1 A and C (Holidays) on the floor for discussion. Dorothy seconded and the motion carried.
- Charlie moved and Jack seconded a motion to accept the revisions as recommended by the Personnel Committee. 7.1 A (Holidays) was revised to state all full time employees will receive specified paid holidays. 7.1.C (Holidays) addresses part-time employees who will be paid if they are scheduled to work that day. The motion carried unanimously.
- Personnel Policy 7.3 A (Scheduled Closings): to be revisited at the next meeting.
- Personnel Policy 7.3 C (Scheduled Closings): Jack motioned to accept as amended and Phyllis seconded. The motion was passed unanimously.
- Policy 7.8 C (Bereavement Leave): Jack motioned to accept as amended and Phyllis seconded. The motion was passed unanimously.
- Personnel Policy 7.13 A & F (Donated Paid Time Off): Charlie made a motion and Dorothy seconded to accept as amended. The motion passed unanimously.
- Long Range Plan: A two-hour meeting will be held Nov. 14th at 10:00 a.m.
- Problem Patron: Elizabeth made a motion to ban a specific patron for unacceptable behavior recorded at the Library until such time as he will meet with the Director on the requirements of acceptable behavior in the library. Elizabeth asked approval to send a letter to the patron stating he is banned from entering the Library and the conditions of the ban. Jack made a motion to approve. Charlie seconded and the motion was approved unanimously.

GIFTS: None

MOTION TO ADJOURN:

Charlie made a motion to adjourn. Dorothy seconded. All voted in favor.
The meeting was adjourned at 9:30 p.m.

Respectfully submitted,
Dorothy Wiley – Acting Secretary

Reminders:

10/22/14: One Scary Night at DPL
10/28/14: Heroin in Derry program
11/14/14: Long Range Plan 10:00 a.m.
11/17/14: Trustee Monthly Meeting