

DRAFT

PUBLIC MEETING MINUTES

Derry Public Library
Board of Trustees
N. H. History Room
December 15, 2014

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

At 7:07 pm Elizabeth motioned to call the public meeting to order. Phyllis seconded. Motion passed.

Amendments to the Agenda

- library cards for the homebound
- comments on open house

Minutes

- Correction: under Amendments to the Agenda change the statement to “Consideration of a patron being banned from the use of computers.”
Correction: under New Business, fourth bullet, delete “internet” from “the library’s Internet computers.”
- Charlie motioned to approve as corrected the minutes of Nov. 17, 2014. Phyllis seconded. Approved.

Treasurer’s Report

Presented by Elizabeth in Jack’s absence. General Fund target is 41.6%. The expected revenue is at 44.5%. Total in Fine Account is \$74,261.80.

Director’s Report

- The New Hampshire Humanities Council has invited Sherry to serve as a member of a committee that will choose 40 people who have made an *indelible* impression on the culture of NH.
- Cara gave each trustee a memo citing how the laptop lab has been used.
- Cara gave handouts explaining *Minecraft*, a popular game in the children’s room.
- Emmy Laybourne may be the main speaker at the Spring author’s festival.
- The Kalwall windows have been installed. Flashing and caulking are needed around the windows.
- Mike Fowler will return to look at the French doors in the children’s room.
- *Dot requested multi-year comparisons of library materials usage in monthly report.*

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Announcements

- Elizabeth thanked the trustees for helping with the open house. Special thanks for Molly's music and Charlie's granddaughter.
- If there is another open house Charlie suggested that the staff be more pro-active to inform patrons and encourage them to attend.

New Business

- *LONG RANGE PLAN*

We were given copies of Charlie's outline for outreach for the Trustee's Long Range Plan

To achieve the strategies Charlie suggested following:

- Goal – what we want to happen
- Objectives – how and when to achieve goal
- Tasks – steps to achieve objectives

Include staff input for tasks.

- *HOME BOUND PATRONS* should be able to have cards and renew them without being present in the library. Circulation will have a written procedure for issuing cards. Print flyers that state how home bound patrons can get cards. Give flyers to Meals on Wheels, Soup Kitchen, Caregivers.
- Charlie will talk to Jack to set a date after the holidays for the Policy Committee to meet. Cara is interested in updating the patron behavior policy, and also suggested a policy or disclaimer related to staff handling patron's personal electronic devices.

Acceptance of Gifts

- The trustees accepted a gift of \$120.00 from The Mom's Club. This club uses the meeting room once a month. Lynne will send a thank you note.

Adjourn

- Elizabeth moved to adjourn. Dot seconded. All voted in favor. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Lynne Mann
Secretary

Reminders

01/12/15 Trustee monthly meeting (approve personnel FY 16 budget and CIP)
02/09/15 Approve budget