

**FINAL**

Derry Public Library  
Board of Trustees  
July 18, 2016

Present: Elizabeth Ives(Chair), Helen Evans (Vice Chair), Dot Wiley (Treasurer), Liz Greenberg, Pete Marcotte (Temporary Secretary), Cara Barlow (Director), Phyllis Howard

Absent: Lynne Mann, Dave Fisher (Town Council)

At 7:20 pm Elizabeth called the meeting to order after a Computer Lab.

**Public Comment:**

None.

Pete Marcotte was appointed as temporary secretary in the absence of Lynne Mann.

**Amendments to Agenda:**

New Business:	Personnel issues with three employees. Technology and the Right to Know Law
Old Business	Set date for Personnel Committee meeting

**Minutes of June 20, 2016**

Elizabeth moved to accept the minutes without change. Dot seconded, Phyllis abstained. Motion passed.

**Receive Treasurer's Report**

- General Fund is at 99.9%. Target is 100%.
- Fine account has \$107,894.17 in the bank.

**Review Director's Report**

- Dot and/or Pete offered to distribute Library brochures to several town sites including town hall, Upper Room or town Recreation Department.
- Trustees commented favorably on the various department head reports'
- Cara advised two requests for lighting estimates are still outstanding.
- Three contractors have been contacted but as yet there is no response for the front step cement work.
- Cara reported the Library will receive \$91 from Hannaford Supermarket for purchased reusable bag match for the month of June.

- A fire drill was held on 7/18/2016. All patrons and staff evacuated in 72 seconds.
- A Primex Risk Assessment Specialist and Police Captain Vern Thomas will be meeting in the Library with Cara on 7/26/2016 to discuss a lockdown procedure in case of an emergency.
- Eric Stern and a carpenter plan to disassemble and remove the display case on 8/4/2016.
- Cara advised the Town will be donating a three-year-old color copier to the DPL next summer. Maintenance for the color copier will be covered by the existing contract.

## **OLD BUSINESS**

- Date for LRP session will be 8/8/2016 at 10am.
- Date for personnel committee is 7/26/2016 at 10am.

## **NEW BUSINESS**

- Date for Policy Committee set for 7/21/16 at 10am.
- Resignation of Luke Thompson was accepted as of 8/5/2016. Helen moved to accept and Dot seconded. Luke has accepted a full time IT position at a CT library.
- Shelly Mead, a part-time library assistant, will be on maternity leave as of 8/3/2016.
- Alysa Lapierre from the Circulation Dept. will be added to the sub list as a Librarian I for the Children's Room at a salary rate of \$15.75 per hour to fill in as needed. Elizabeth moved, Helen seconded and the motion passed.
- The Chair handed out copies Chapter 91-A. Access to Public Records and Meetings. Elizabeth advised that three trustees can have a private discussion such as a committee meeting. However, four or more trustees meeting constitute a quorum, which requires prior public notice except for an emergency.
- Elizabeth also handed out a salmon colored sheet with recommendations on how to comply with technology and the Right to Know Law.

## **ACCEPTANCE OF GIFTS**

- Granite State Credit Union donated \$100 for the Young Adults' end of summer party.
- Moms Club of Derry donated \$120 for the use of the meeting room.

At 8:29pm Helen moved to adjourn with a second by Dot.

Respectfully submitted,

Pete Marcotte, Temporary Secretary

**Next meeting:** August 15, 2016, 7:00pm, New Hampshire Room