

# *FINAL*

**Derry Public Library Trustees  
New Hampshire Room  
August 15, 2016**

**Present:** Elizabeth Ives (Chair,) Helen Evans (Assistant Chair,) Lynne Mann (Secretary,) Liz Greenberg, Phyllis Howard, Pete Marcotte, Cara Barlow (Director)

**Absent:** Dot Wiley (Treasurer,) Dave Fischer (Town Council)

At 7:04pm Elizabeth called the meeting to order.

**Public Comment:** None

### **Amendments to Agenda**

- Poet Laureate
- Starting time for meetings

### **Minutes**

Liz motioned to accept the July 11, 2016 minutes as written. Pete seconded. Lynne abstained. Motion carried.

### **Receive Treasurer's Report**

Fine account has \$110,818.28 in the bank.

### **Director's Report**

- Cara will be on vacation 8/22-8/30.
- Al Cote asked a contractor to look at the front steps and to give estimates for:
  - fix cracks
  - fix walkway
  - replace steps
- Al received only a proposal to fix the cracks. He suggested waiting for the proposal to replace the steps and to consider adding the project to the Library CIP.
- LED Lighting has made \$12,900 bid for analysis and design of first floor lighting. The cost of the installation and fixtures is not included in the \$12,900. Other option is to go with Marley. Lights would be done in increments.
- Cara met with police Captain Vern Thomas to discuss a lock down procedure. Captain Thomas said that it is important to get everyone out of the building as soon as possible. He is willing to help the library develop a safety plan.

### **Old Business**

- We have a proposal from LED Lighting. As long as there is no obligation to Marley Electric, Elizabeth moved to accept consensus of the design program offered by LED Lighting, proposal 16082, as recommended by Al Cote, estimated at \$12,900.00. All were in favor. Motion carried.
- Update on Financial Policy: a final copy will be issued to the trustees before the next meeting.
- Concrete steps: no action taken until a bid comes in.

**New Business:**

- Helen moved to accept the resignation of Cathy Goldthwaite. Pete seconded. Motion carried.
- Phyllis moved to accept the resignation of Ron Goldthwaite. Helen seconded. Motion carried.
- Derryfest (Sept 17): Elizabeth, Helen, and Phyllis will help. Cara and Jess will work the table.
- Helen motioned to accept Natalia (Natasha) Bairamova as a LIB 1 sub at \$15.75/hour. Phyllis seconded. Motion carried.
- Pete moved to accept Jennifer Morton as an LA 1 sub at \$11.35/ hour. Helen seconded. Motion carried. Phyllis abstained.
- Helen moved to approve Julie as acting head of circulation at \$19.22/hour effective Sept. 1. Liz seconded. Motion carried.
- Personnel Hires
  - Helen moved to hire Courtney Wason as a LIB 2 for 28.5 hours/week at \$20.00/hour effective as determined by director. Liz seconded. Motion carried.
  - Liz moved to hire Alyssa Lapierre as a LIB 1 for 10 hours/week at \$17.50/hour effective as determined by director. Helen seconded. Motion carried.
- Poet Laureate
  - Bob Crawford has agreed to serve as the first Poet Laureate and help us develop the program.
  - A committee is working on Poet Laureate expectations.
  - Elizabeth moved that the Trustees budget an amount not to exceed \$1000.00 over the course of the 2 year term for programming related to the Poet Laureate Program. Helen seconded. Motion carried.

**Gift:** \$91.00 from Hannaford for bag program.

It was decided to table the discussion about the time to start meetings.

At 8:44pm Pete motioned to adjourn. Liz seconded. Motion carried.

Respectfully submitted,

Lynne Mann  
Secretary