

**DERRY AREA SCHOOL DISTRICT
AD HOC COMMITTEE MEETING AGENDA
Caldwell Memorial Public Library Review**

Date: July 13, 2026

Time: 6:00 pm

Location: HS Audion

1. Call to Order and Attendance

- Welcome and introductions by Chairperson and Superintendent

2. Review of Agenda

- Requests or Addition to agenda for July 13, 2026.

3. Purpose & Scope of Committee

- Purpose: To collaborate with various community members to review, evaluate and discuss: usage, materials, marketing strategies, public relation efforts, financials and space utilization for Caldwell Memorial Public Library.
- Scope: evaluate current practices, financials, opportunities for improvement and provide recommendations to support effective planning and informed decision-making for future operations and growth.
- Tentative timelines:
 - Monthly meetings to occur through and including October 2026.
 - Meeting necessity will be re-evaluated in October as for frequency (monthly or quarterly).
 - New agreement between AML and DASD formalized at latest by November 04, 2026.
 - Vote on agreement at DASD November or December 2026 meeting.
 - Additional tasks (if any) determined later in the meeting after discussion.

4. Current State of the Library

- Overview of existing resources, staffing, and usage
 - Mr Chappell:
 - Finances / Budget
 - AML Rep:
 - Days/hours of operation
 - Staffing
 - Budget Allocation
 - Friends of Caldwell
 - Programming
 - Fundraising
 - PR
- Identified gaps or concerns prompting this committee
 - Renovations / Safety / Security / Control - DASD
 - DASD are landlords providing the space and costs associated with it.
 - DASD has no say over material or programming during AML hours of Operation.
 - Current set up (location) appropriate for: usage, IT, custodial and safety.
 - Usage
 - DASD
 - AML
 - Marketing / PR
 - Increased presence on social media.
 - Programming (AML / FoC)

5. Community & Stakeholder Input

- Summary of feedback from students, parents, teachers, or public
 - Hours of Operation
 - Non school day hours adjusted.
 - Summer hours of operation.
 - Weekend hours throughout the year.
 - Materials
 - AML owns % of books.
 - DASD investment into materials.
 - Technology (IT)
 - AML owns software / programs.
 - DASD manages all IT services.
 - Counter system
 - AML owns people counter.

6. Discussion Items Amongst Committee

- Operations:
 - Days / Hours being more beneficial to the community.
 - weekend/summer hours?
 - The current location cannot be open while school is in session.
 - Potential of summer 2027 renovations and impact to space/hours
 - Counter/People Tracker:
 - Contested at DASD meeting on 06/04/26 that FoC was informed it was inaccurate. DASD had not been informed of this until June 4, 2026
 - Does it work or not as numbers were used following book sale?
 - Can we look at a new system that tracks visitors based on membership? As a shared space, it would be helpful knowing member counts versus overall person counts
- Funding and budget needs (Mr Chappell and AML)
 - Impact of additional hours/days
 - Renovation costs
- Current agreement (DASD and AML)
 - \$50,000 commitment
 - Impacts to AML, FoC, and DASD
 - Security costs/coverage, if needed
 - Duration of agreement (multi-year, year-to-year, month-to-month, etc)
 - Position Titles in Contracts Agreements (i.e. Exec Secretary, Fiscal Manager, etc)
- Materials and Programming (AML and FoC)
- Location on campus.(DASD)
- Adjusting name to: Caldwell Memorial Public Library

7. Public Comment *(One opportunity and 3 minute time limit)*

8. Other Concerns or Discussion amongst Committee

9. Action Items & Next Steps

- Assign responsibilities and deadlines
- Confirm next meeting dates (all occur in HS Audion) - Tentative:
 - August 11, 2026 at 6pm
 - September 14, 2026 at 6pm
 - October 19, 2026 at 6pm

9. Adjournment