

## **Jaffrey Public Library Board of Trustees Meeting Minutes**

**Date** May 12, 2020  
**Time** 11:00am  
**Chair** John Stone

**Present** Grace Flesher, John Stone, Deb Weissman, Julie Perrin (Library Director),  
Andrea Connolly (Youth Services Librarian)

**Absent** Emily Carr (joined meeting at 11:45am)

### ***Meetings are open to the public except as allowed under RSA 91-A:3.***

*If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.*

### **Call to Order**

11:01am JS

Read by Julie Perrin:

As a Representative of the Chair of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 812 6283 0343 and password 177205, or by clicking on the following website address:

<https://us02web.zoom.us/j/81262830343> and entering password 177205.

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Jaffrey Public Library at [www.jaffreypubliclibrary.org](http://www.jaffreypubliclibrary.org)

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please email [jperrin@townofjaffrey.com](mailto:jperrin@townofjaffrey.com).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### **Roll Call**

Julie Perrin	No other person in the room
Andrea Connolly	No other person in the room
Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room

### **Approval of Minutes**

5/5/2020 Regular Meeting

**Motion to approve as presented DW / GF**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

5/9/2020 Regular Meeting

**Motion to approve as presented GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

Andrea Connolly leaves the meeting.

5/9/2020 Non-Public Meeting

**Motion to approve as presented GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

Andrea Connolly joins the meeting.

### **Update – Library Director**

The first no-touch book return was held yesterday, May 11, 2020. Julie and Andrea were both at the Library, and found it difficult to maintain social distance. This is caused by both physical layout and past practice of working in close collaboration.

Given Millipore's approval to modify the parameters of the STEAM grant, Julie has identified and hired a current employee as a grant-funded STEAM assistant to create/edit video content.

### **Old Business**

#### **Employee Health Insurance**

The letter from the Board of Trustees to the Select Board was on the Select Board Meeting agenda yesterday but, due to time constraints, the Select Board did not discuss the matter.

#### **Alternate Trustees**

John contacted Travis Shattuck and Eric Fleck. Travis is willing to serve as an Alternate but is not able to attend Zoom meetings. Eric is willing to serve but cautions that he may not always be available.

Grace suggested that Eric be asked to attend the next Zoom meeting (which can be set at a date/time when he is available) to meet the Trustees and discuss the role. John will contact Eric and then set the date/time of the next Trustee meeting so Eric may attend.

Grace suggested that we not proceed any further with Travis as an Alternate at this point because an Alternate would need to be able to participate in meetings via Zoom.

Grace offers the name of James Norby as a possible Alternate.

John suggests we spread the news of the Trustee and Alternate vacancies. Julie advises we develop a process for identifying and appointing Trustees (to fill vacancies) and Alternates. John will draft and circulate a process document.

Emily Carr joins the meeting.

#### **Interim Service Plan**

Drafted by Julie with input from Andrea. Extensive discussion of security concerns. The news stories of people refusing to follow guidelines and acting belligerently/violently when challenged are disconcerting. The Library has sought assistance from the Police with difficult individuals in the past.

Julie notes that it is the responsibility of the Library staff to create an environment in which it will be easy to maintain social distance. The current physical layout is geared toward collaboration and coming together, so significant changes will be needed. The staff are already considering possible changes.

Emily and Deb stress the need to widely disseminate information on phased service changes, and that each change should be portrayed in as positive and enthusiastic light as possible.

Julie reviews the proposed tiers of service.

When the Stay-At-Home order is lifted, Julie anticipates offering no-touch curbside pick-up.

No-touch programming is planned for the summer, based around kits that can be checked out (art kits, science kits, and more). The idea will be that an individual can “take home a Library in a bag.” Julie is talking to the schools to try and determine whether students will keep their ChromeBooks over the summer, or return them when classes end. This will have a bearing on whether it is possible to deliver technology-based programming. At this point, the Library is developing programming that may have a technology component but will not dependent on the individual having a computer.

Our level of service prior to the pandemic was consistent with what one would expect to find in a larger library, in a larger population center, with a much higher funding base.

**Motion to amend the existing Pandemic Policy by adding Part VIII, which references the Interim Service Plan. GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

**Motion carries 4:0**

**Motion to approve the Interim Service Plan as presented. GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

**Motion carries 4:0**

**Review of Budget Considerations**

John suggests this discussion hinges on the matter of employee health insurance. Others note that the review must be much broader given the economic realities of the pandemic.

Town Meeting has been rescheduled to June 6, 2020.

**Motion to enter Non-Public Session JS / EC**

**Specific Statutory Reason cited as foundation for the non-public session:**

- √ **RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has the right to a public meeting, and (2) requests that meeting be open, in which case the request shall be granted.**

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

**Motion carries 4:0**

**Entered Non-Public Session at 1:44pm**

**Public Session reconvened at 1:03pm**

**Motion to seal the minutes of the Non-Public Session because it is determined that divulgence of this information likely would:**

- √ **Affect adversely the reputation of any person other than a member of this board**

- √ **Render a proposed action ineffective**

**Pertains to preparation or carrying out of actions regarding terrorism**

**Motion GF / DW**

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

**Motion carries 4:0**

John will notify the Board of the next meeting date/time.

**Meeting concluded 1:04pm**

**Motion to adjourn EC / GF**

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

**Motion carries 4:0**

**These minutes recorded by Grace Flesher.**