

1 **Jaffrey Public Library Trustees**
2 **Meeting September 17, 2019**
3 **Meeting Minutes**

4
5 Call to order

6 In the absence of a Chair, Pat MacIsaac called the meeting to order at 1:33 pm.

7 Present: Pat MacIsaac, Lou Casagrande, Travis Shattuck, Emily Carr, Anne Marie Furnival,
8 Suzanne Mieso, and Library Director Julie Perrin.

9 Furnival made a motion, Mieso seconded for MacIsaac to chair the meeting, and for
10 Casagrande (an alternate) to be a voting member for this meeting. **Vote in favor: 4-0.**

11 Board member appointments/alternate

12 A discussion followed on the recent resignation of Eric Fleck from the board, and the need for
13 strong leadership and expertise entering the strategic planning process.

14 MacIsaac made a motion, Carr seconded for Lou Casagrande to assume the vacated voting
15 Board member position until the next election in March 2020. **Vote in favor: 4-0.** (Casagrande
16 recused himself from the vote.)

17 Furnival made a motion, Carr seconded for Casagrande and MacIsaac to serve as Co-chairs of
18 the Jaffrey Library Board of Trustees for the remainder of their terms. **Vote in favor: 4-0.**

19 Process for performance review of the library director

20 MacIsaac shared positive remarks on the recent news article about the library's Bookapalooza
21 grant and the far reach of the program through the distribution of pop-up libraries. She also
22 remarked on the board's history with the director, and how they asked Perrin to bring the
23 library into the 21st century and she has certainly done that, making it a modern, thriving
24 library, but now the board also needs to "catch up" and become a board that can support the
25 level of growth and activity through the strategic planning process. Since the director
26 evaluation and strategic planning process go hand in hand, MacIsaac asked Perrin if she would
27 be willing to postpone her performance review until October. Perrin agreed and thanked the
28 board for their commitment to a thoughtful process.

29 Strategic Planning priorities

30 MacIsaac discussed the need to add governance to the list of strategic planning objectives for
31 the board, and the importance of having evaluation processes clearly defined. She suggested
32 that need to reevaluate the performance review form and process, and suggested that a
33 smaller committee of trustees work with the director to define those processes.

Casagrande expressed the need for the library trustees and director/staff to be “the strongest possible team.” He referenced a presentation by Perrin and Connolly on August 6 as “the strategic plan from a programmatic point of view” (referred to as the rocket ship) and “this is an exciting time for the library.” He acknowledged the need for the board to learn the best ways to support staff and to reorient itself to be a board that is efficient and professional.

MacIsaac said “Julie has taken us to a new level. What’s our process to catch up with the rocket ship?”

Casagrande replied, “For this process to be strategic, we need the process of evaluation to focus on both the board and the director, and where do we need to get better in our relationship with our director.” All agreed that the focus needs to be “how do we get better,” not the programmatic side.

Casagrande proposed a review process, whereby the board creates a plan that promotes better communication with the board and director, and is designed to be “legal, conform with contractual obligations, is transparent, in good faith, inclusive, forward-thinking and respectful, in keeping with the trustees’ code of ethics, and is actionable, providing recommendations to do things in a concrete way.”

Casagrande suggested a three step process:

1. Self-evaluation by the Board and the director – Co-chairs and one other trustee would as a committee compile a summary of board members’ self-evaluations, focusing on how to improve. Board members will reference the Trustees’ Code of Ethics and pages 10-12, 33 of the NHLTA Trustee handbook.
2. Honest dialogue between the director and the board based on the self-evaluations, with a focus on specific ways to get better. That committee and the director would meet to share and discuss the self-evaluations of both the board and director, look for areas of common concern, and create actionable recommendations.
3. Deliberation and decision-making regarding what’s actionable, including board composition. This would be a full board meeting to review the action items recommended in step 2, with both the board and the director, and include the director’s formal evaluation and a plan to acknowledge staff performance.

A consensus was reached to observe the following timeline:

- October 4 – Work session with the committee and director to review director’s self-evaluation and staff reviews, already completed.
- October 7 – Work session with director to discuss self-evaluations of both the board and director, and create actionable recommendations.
- October 15 – Full Board meeting (step3)

Maclsaac made a motion and Mieso seconded for the two co-chairs, Maclsaac and Casagrande to form the 2019 performance review committee to evaluate the director/staff and the Board of Trustees and set goals for the purpose of improving our performance as a team. **Vote in favor: 5-0.**

Carr volunteered her time to participate as the third member of the performance review committee, as a long-serving member of the board. The director and board thanked her for her willingness to devote the extra time for this process.

Casagrande made a motion and Mieso seconded to add trustee, Emily Carr to the 2019 performance Review committee to assist the co-chairs. **Vote in favor: 5-0.**

There was a consensus to add an additional full board meeting on **Friday, October 25th at 1:30 pm** to prepare the budget.

Board Reports – Reports had been distributed in advance.

Secretary – Approval of meeting minutes for 7/16, 8/1, and 8/6

Carr made a motion and Mieso seconded to approve the meeting minutes of 7/16, 8/1, and 8/6. **Vote in favor: 5-0.**

Corresponding secretary's report

Maclsaac thanked Carr for her report and expressed her appreciation for the opportunity to read about all the gifts to the library. Casagrande made a motion and Mieso seconded to accept the corresponding secretary's report. **Vote in favor: 5-0.**

Treasurer's report

Mieso explained the balances of all accounts, with a detailed accounting of receipts and expenses. Maclsaac indicated that a trust fund interest disbursement from the Town is expected soon. Casagrande made a motion and Carr seconded to accept the treasurer's report. **Vote in favor: 5-0.**

Library Director's report

The Director's report had been distributed in advance, and included details on high circulation and usage, success of the summer learning program, building maintenance and ongoing building projects. Perrin also shared professional opportunities for the director and staff to present at conferences, including a plan for Perrin and Connolly to present a continuing education webinar for the Young Adult Library Services association (YALSA) in 2020.

Furnival expressed concern over her role vs. the director's in facility management. Perrin and Maclsaac referenced the votes on that role from the March 2019 meeting. Casagrande suggested that Furnival share her concerns through this evaluation and strategic planning process. Furnival agreed.

103 Holiday schedule

104 Furnival made a motion and Casagrande seconded to accept the director's proposed holiday
105 schedule for the library, as presented in her report (referenced below). **Vote in favor: 5-0.**

106 Any dates not covered by town holiday benefit requirements would be addressed via altered
107 schedules or use of vacation/floating holidays for benefited staff.

- 108 • Wed., Nov. 27 – Closing at 2 pm
- 109 • Thurs., Nov. 28 – Closed for Thanksgiving
- 110 • Fri., Nov. 29 – Closed
- 111 • Sat., Nov. 30 – OPEN normal hours
- 112 • Tues., Dec. 24 – Closed Christmas eve
- 113 • Wed., Dec. 25 – Closed for Christmas
- 114 • Tues., Dec. 31 – Closed for New Year's Eve
- 115 • Wed., Jan 1 - Closed

116 Vacation carryover

117 Casagrande made a motion and MacIsaac seconded to allow the director to carry over the
118 balance of her vacation time into 2020, on the condition that the board and director revisit the
119 restriction in her contract before the next review period. **Vote in favor: 5-0.** Perrin thanked
120 the board.

121 Meeting space reconfiguration budget

122 Perrin presented a request for a budget, up to \$3,000 for the meeting space configuration plan
123 approved by the board in June. A discussion followed regarding the cost expectations and the
124 trustee funds available. Perrin and MacIsaac indicated that the Friends of the Library were
125 very enthusiastic about providing additional financial support for creating a Skype-friendly
126 conference room for the community. Casagrande made a motion and Mieso seconded to
127 approve expenditures not to exceed \$3,000 for Perrin to proceed with the meeting room
128 reconfiguration plan. **Vote in favor: 5-0.**

129 Acceptance of Community center grant

130 Casagrande made a motion and Furnival seconded to accept the grant from the Community
131 center of Jaffrey for \$4,999. The grant supports the library's Code Club and Sponsored Learning
132 Assistant programs. **Vote in favor: 5-0.**

133 Adjournment

134 Carr made a motion and MacIsaac seconded to adjourn at 3:51 pm.

135 The next meeting of the board is scheduled for Tuesday, October 15 at 1:30 pm.

136 These minutes were recorded by Pat MacIsaac.