

Jaffrey Public Library Board of Trustees  
Meeting Minutes – October 15, 2019

Present: Lou Casagrande , Emily Carr, Pat MacIsaac, Ann Marie Furnival, Suzanne Mieso and Julie Perrin, Library Director.

Alternate: Travis Shattuck arrived 1:35 pm.

The meeting was called to order by Co-Chair MacIsaac at 1:33 pm.

Casagrande reported on the agreed upon review process, whereby the review committee reviewed not only the director's performance but also that of the board. The board had "experimented" with the ALA Trustee Board toolkit to evaluate its success in meeting its requirements and objectives. He also summarized the process by which the working group of Casagrande, MacIsaac, and Carr, along with Perrin had reviewed and discussed not only evaluations but action items "to get better together" with the goal of modeling "a thorough, rigorous process" for evaluations.

Casagrande also explained that the personnel matters would be discussed in a nonpublic session, while the board matters would be carried out in the public session.

He offered Perrin the opportunity to make a public statement with regards to her staff, if she wished. Perrin informed the board that the library is very fortunate to have a team of dedicated professionals and paraprofessionals who are so committed and dedicated to the community and the library's mission. "I am honored to work with such a caring, hard-working team."

MacIsaac requested a nonpublic session to discuss the director evaluation.

Motion to enter Nonpublic Session made by MacIsaac, seconded by Carr.

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a).

Roll Call vote to enter nonpublic session

Lou Casagrande	yes
Emily Carr	yes
Patricia MacIsaac	yes
Ann Marie Furnival	yes
Suzanne Mieso	yes

Entered nonpublic session at 2:00 pm.

Motion to exit Nonpublic Session and seal the minutes was made by MacIsaac, seconded by Casagrande. **Vote in favor 5-0.**

Roll Call vote to exit nonpublic session at 2:52 pm.

Lou Casagrande	yes
Emily Carr	yes
Patricia MacIsaac	yes
Ann Marie Furnival	yes
Suzanne Mieso	yes

Furnival made a motion and Mieso seconded for the co-chairs to write the director's evaluation letter and prepare compensation recommendations for the library director. **Vote in favor: 5-0.**

MacIsaac led the discussion of the board self-evaluations. She indicated that "The rocket ship has taken off and we [the board] have a lot to learn..." Referring to fundraising and advocacy, she said, "We need training and even though we went to training at NHLTA, we didn't learn enough." She presented the following conclusions by the working group, as a summary of the self-evaluations of the board:

- The perspective used considering board performance should be that of the whole board;
- The self-evaluation tool was useful and serves as a good guide for considering areas for improvement in board performance;
- Doing better in most categories requires a strategic plan;
- Doing better in most categories requires more focused communication between the board and the director;
- Priority improvements as a board need to be identified and addressed.

Carr and MacIsaac together presented a summary on the need for a "better board culture." They indicated the board needs to:

- Think and act only as a whole board;
- Have honest communication in order to build trust;
- Develop a strategic plan;
- Prioritize and focus at its meetings;
- Develop and follow through on action items.

Casagrande made a motion and MacIsaac seconded for MacIsaac and Carr, by year's end, to recommend a series of high priority improvements on board governance, including specific action plans, as part of the overall strategic plan. **Vote in favor: 5-0.**

Casagrande presented four specific recommendations by the review committee to strengthen the board/staff team.

1. The Board will formally adopt the NHLTA Code of Ethics, and each individual board member will sign a pledge that they will adopt and adhere to the code of ethics. MacIsaac made a motion, Carr seconded. **Vote in favor: 5-0.**
2. The Board will adopt a policy, effective immediately, that the trustees will not be regular library volunteers in any capacity while serving on the board of trustees. Carr made a motion, Mieso seconded. **Vote in favor: 5-0.**
3. The Board will make communication between the library director and the board more timely and effective by having more frequent meetings between the Library Director and co-Chairs to prioritize agenda items, monitor follow-up of action items, and address issues. Such meetings will have no voting power or authority, and decision-making will still rest with the whole board. The effectiveness of these meetings will be evaluated by both the director and board after six months. Casagrande made a motion, MacIsaac seconded. **Vote in favor: 5-0.**
4. The Board will provide professional development opportunities for the Library Director and the Board with the purpose of building better board/staff relationships. The director and co-chairs will present specific proposals to the whole board for funding approval. Casagrande made a motion, Carr seconded. **Vote in favor: 5-0.**

Perrin referenced the NHLTA Code of Ethics and asked Casagrande if the board was going to challenge the recent inappropriate behavior of board members.

Casagrande acknowledged without specific details, "There has been inappropriate behavior by members of the board and I deeply apologize to the staff for such actions."

Perrin replied, "That's disappointing, but thank you for your sentiment."

**Motion to adjourn** made by MacIsaac, seconded by Mieso. The Board voted unanimously to adjourn at 3:39 pm.

**The next meeting is scheduled for October 25, 2019 at 1:30 pm.**

**These minutes recorded by Julie Perrin, Library Director.**