

Jaffrey Public Library Board of Trustees Meeting Minutes

Date November 18, 2020

Time 10:00am

Chair John Stone

Present Grace Flesher, John Stone, Emily Carr, Jaime Hutchinson, Jim Draper
(Alternate), Julie Perrin (Library Director)

Absent Deb Weissman, Owen Houghton (Alternate)

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

10:02am JS

Read by Julie Perrin:

On behalf 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 847 1614 7333 and password 958503, or by clicking on the following website address:

<https://us02web.zoom.us/j/84716147333> and entering password 958503.

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

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.

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

Grace Flesher	No other person in the room
John Stone	No other person in the room
Emily Carr	No other person in the room
Jaime Hutchinson	No other person in the room
Jim Draper	No other person in the room

Jim Draper (alternate) is a voting member due to absence of Deb Weissman

The Trustees expressed appreciation to Julie for her directorship of the Library during the past months.

Approval of Minutes

10/21/2020 Regular Meeting

Motion to approve as presented EC / JH

Roll Call

Grace Flesher	AYE
John Stone	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

Motion carries 5:0

Corresponding Secretary's Report

As distributed.

John thanked Emily.

Treasurer's Report

No formal report this month as Deb is out-of-town.

Julie noted that some GOEFFR money has been received, additional funds expected. Julie also reported that the 2021 Millipore Sigma STEAM grant has been received.

It was reported last month that the Board intends to deposit the GOEFFR funds back into the account from which they were debited. Grace noted that the funds were taken from an Income Account and said it is typically only possible to make a deposit to a Principal Account. Julie noted that Charter Trust presents to the Board twice annually and that the next presentation is slated for December, 2020. We can discuss the GOEFFR funds with Charter Trust during the upcoming visit. The Board asked Julie to contact Charter Trust and invite them to the December Board meeting. Grace suggested that we let Deb know we should not attempt to deposit the GOEFFR funds until we have spoken to Charter Trust. John will discuss this with Deb.

Directors Report

As distributed.

Covid Service Update

Patrons are surprised and pleased that JPL is still open, given that the Jaffrey Rindge schools have moved to remote learning.

The library is following very strict Covid protocols.

There are some staffing struggles and Julie is considering making changes to the staff schedule. One option would be to change shifts to eliminate lunch breaks for all staff, except Julie and Andrea. The staff kitchen is not ventilated to the outside so eliminating eating – which requires the removal of masks – would be helpful from a safety perspective.

Everyone is under mental stress and this impacts performance. This is a common phenomenon right now and is being widely reported by other libraries in NH.

Julie reports that everyone at JPL is much “smarter” than they were when the pandemic hit. So far, she and the staff are managing. As long as the library can operate safely we will remain at the current service level.

The library will not be offering Winter Learning this year. Emily asks about Winter Learning and Julie provides an explanation. Families are overwhelmed and anything that requires the patrons to “do something” would just add to their stress. Julie wants to make sure library programming feels like a “gift” and does not require anything from the patron.

The library is still offering after-school snacks to kids – they are Grab-and-Go. Some kids are coming to get snacks – they often make their own appointments!

Pete the Cat will be onsite for one-on-one, outdoor, scheduled appointments. Pete is tuning up his playlist and there will be a book giveaway for all those who participate. Santa will be doing Storytime.

A major new digital service will be rolling out, probably on January 1st. Called Brain Fuse Help Now, it provides online tutoring and homework help to learners K-12. This is typically quite expensive but Julie was able to negotiate a significant reduction in cost by getting other libraries in NH on board. In fact, the NH State Library will coordinate the program and any library in NH can opt in. Our cost will be \$800 for a year.

John notes that many other libraries are re-closing but, thanks to Julie's leadership, we are remaining open and spearheading expanded programming.

The library has somewhat tightened in-building access, limiting it to just the main floor. Grace asks if we are getting requests for handicap access to the library. Julie reports that we are getting a few requests – the patrons enter on the ground floor and use the elevator to access the main floor.

Masonry Update

The library building has 2 brick chimneys – one is in bad repair and a “temporary” repair was made to the other. Julie will be getting an estimate next week and will report on that at the next board meeting.

Budget Update

Julie forwarded Jon Frederick's email regarding our budget submission out to the Board.

Julie will send the Trustees the rationale that accompanied our submission. Jim will begin the process of drafting some materials that the Board could use to support our case. The draft materials will be circulated via email, with final approval to take place at the December Board meeting. The Trustees will rely upon Julie to determine how and when any such materials might be used.

New Business

Grace drew the attention of the Trustees to strategic planning. The previous board laid good groundwork that should be continued and expanded. The approved strategic planning document was reviewed and particular mention was made of items 5 and 6, viz. to develop a robust annual giving program and to grow the endowment. The Trustees agreed to set aside time in the January meeting to explore next steps. In the meantime, Julie will forward out a helpful presentation on non-public sources of funding, which was prepared for a previous Board.

Next Meeting

Wednesday, December 16, 2020 10:00am

Meeting concluded 11:20am

Motion to adjourn GF / EC

Roll Call

Grace Flesher	AYE
John Stone	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

Motion carries 5:0

These minutes recorded by Grace Flesher.