

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

**Date** December 16, 2020

**Time** 10:00am

**Chair** John Stone

**Present** Grace Flesher, John Stone, Deb Weissman, Emily Carr, Jaime Hutchinson, Jim Draper (Alternate), Julie Perrin (Library Director), Bryan Sanford (Charter Trust), Marcie MacKenzie (Charter Trust)

**Absent** 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**

10:04am JS

Read by Julie Perrin:

As a representative 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](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**

Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	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

### **Charter Trust Review**

As distributed. Bryan Sanford reviewed the breakdown and performance of holdings in the trust funds administered by the Board.

Grace questioned item 8c in the Investment Policy which refers specifically to the Cutter Trust. Grace will look through the Trustee cabinets and locate the documents we have on file laying out the terms of the various trust funds. Copies of any such documents will be sent to Charter Trust. If our research suggests the language in item 8c should be changed, the Board will notify Charter Trust.

The Board withdrew funds from the Income portion of some trust funds this year to make necessary security upgrades. Deb asks if those funds, now reimbursed through GOEFFR, can be deposited back into Income, or if all deposits must be posted to Principal. Marcie MacKenzie explains that Income and Principal are held in the same account and the categorization as Income or Principal is simply a journal entry. Charter Trust will follow any direction received from the Trustees, so we would just need to provide instructions when submitting a deposit.

John thanked Bryan and Marcie.

### **Motion to accept and approve the investment policy as presented DW / GF**

Roll Call

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

**Motion carries 5:0**

**Bryan Sanford and Marcie MacKenzie leave the meeting at 10:43am.**

## **Approval of Minutes**

11/18/2020                      Regular Meeting

### **Motion to approve as presented**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	Abstain
Emily Carr	AYE
Jaime Hutchinson	AYE

**Motion carries 4:0:1**

## **Corresponding Secretary's Report**

As distributed.

John thanked Emily.

## **Treasurer's Report**

As distributed. The report covers a 2 month period.

### **Motion to approve as presented EC / JH**

Roll Call

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

**Motion carries 5:0**

## **Update on disability insurance**

We have quotes from two companies, Hartford and Reliance. There are additional questions. Deb will follow up with the representative from Bellows Nichols.

## **Directors Report**

As distributed. Discussed the advisability of deleting the number of working hours from the proposed Job Description for Adult Services Librarian.

**Motion by GF / DW to approve the Assistant Library Director/Youth Services Librarian job description as presented and approve the amended Adult Services Librarian job description.**

### **Motion to approve as presented EC / JH**

Roll Call

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

Jaime Hutchinson      AYE

**Motion carries 5:0**

**COVID service update**

Julie reported that Jaffrey is one of very few libraries still offering in-library access to patrons. Most libraries are only offering curbside pick-up.

Julie reported that our patrons are self-regulating as the pandemic surges. Fewer patrons are booking Bookworm Boogie appointments and are shifting instead to Lobby pick-up (grab and go).

The risk to staff remains very high.

For the two-week period following Christmas Julie will implement some restrictions but we will remain at service level Yellow.

**Motion to enter Non-Public Session   GF / 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

Jaime Hutchinson      AYE

**Motion carries 5:0**

**Entered Non-Public Session at 11:15am**

**Public Session reconvened at 11:41am**

**Motion by GF / DW 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**

Roll Call

Grace Flesher      AYE

John Stone      AYE

Deb Weissman      AYE

Emily Carr      AYE

Jaime Hutchinson      AYE

**Motion carries 5:0**

## **Budget Update**

Julie reported on a phone call she from received from Jon Frederick on Tuesday afternoon. While acknowledging that he “cannot touch our line items”, Jon said he would only send through a budget with a maximum 3% increase over 2020. Jon will be presenting the budget to the Select Board on December 22, 2020. Jon indicated he would be recommending that \$35,000.00 from the 2021 CIP budget be allocated to the Library for masonry repairs. He will also support encumbering any unspent funds remaining in the Library’s 2020 budget, to be used in 2021 toward masonry repairs.

The two issues we must grapple with are 1) the non-union wage scale, and 2) the reality that the impacts of COVID-19 will extend well into 2021.

If we re-work our draft budget to stay within a 3% maximum increase, and if we prioritize staff wages over staffing hours, we could provide the budgeted pay increases for the Library Director and Assistant Library Director/Youth Services Librarian and increase the wages of all other staff to “within \$1.00 per hour” of the non-union wage scale. Obviously, the staffing model under this scenario would have fewer staff working fewer hours than we had proposed in our (pre-pandemic) 2020 budget.

Trustees reviewed the revised budget.

Grace asked Julie: “Can you operate the Library in 2021 with this staffing model?” Julie replied that she can, but the Library would not be able to handle the number of patrons we were seeing before the pandemic, for example, in December 2019. This dramatically leaner budget assumes that the post-COVID ramp-up in patron visits will take place over a prolonged period.

John asked about health insurance for our benefited staff. In Julie’s conversations with Jon Frederick, he has indicated our 3 benefited employees will be continuing on the “Green Plan”.

## **Masonry Update**

Ongoing.

The amount we can potentially encumber in our 2020 budget is approximately \$20,000.00. Jon Frederick has indicated he will recommend \$35,000.00 be allocated to the Library in the 2021 CIP budget.

Approximately \$30,000.00 that was reimbursed through GOEFFR was funds that had been drawn by the Trustees from Trust Funds they administer.

The parameters of the Spending Policy (part of the Investment Policy for Funds held by Charter Trust) would easily accommodate a further draw from Income and/or Principal for masonry work, should the Trustees decide to fully fund the repairs and decline the CIP monies.

After extensive discussion, the Trustees feel it will be better to fund the masonry repairs without using CIP funds from the Town. There are multiple reasons. First, in response to the current economic realities in the midst of the pandemic, the Trustees wish to do all they can to lower the

burden on the Town and, specifically, on Jaffrey taxpayers. Second, the Trustees wish to see the work performed by Given Masonry, a business with an admirable record of preservation work of historic properties such as the Jaffrey Public Library. In most situations, the offer of CIP funds would be gratefully accepted.

**Motion by GF / DW that we enter into a contract with Given Masonry to perform the masonry/chimney repairs as outlined in their quote for a total of \$69,000.00, to be funded by encumbering any remaining funds of our 2020 budget, using the Covid-19 reimbursement (GOEFFR) funds returned to us in 2020 from our trust funds, and drawing the remainder from our trustee administered trust funds per our spending policy. No CIP funds will be requested from the Town of Jaffrey.**

Roll Call

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

**Motion carries 5:0**

**Motion by GF / DW that we amend our 2021 budget request to the Town of Jaffrey to \$329,117.00, which represents an increase of 3.1% over the approved 2020 budget.**

Roll Call

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

**Motion carries 5:0**

**Jaime Hutchinson leaves the meeting at 12:55pm**

### **Budget Presentation Plan**

Julie provided information on the process and updated the Trustees that the budget presentation will be made virtually.

### **Next Meeting**

Wednesday, January 20, 2021 10:00am

**Meeting concluded 12:58pm**

### **Motion to adjourn**

Roll Call

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

**Motion carries 4:0**

**These minutes recorded by Grace Flesher.**