

Jaffrey Public Library Board of Trustees Meeting Minutes

Date March 17, 2021
Time 10:00am
Chair John Stone

Present Grace Flesher, John Stone, Deb Weissman, Jaime Hutchinson, Julie Perrin
(Library Director)

Absent Emily Carr, Jim Draper (Alternate), 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:

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

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@jaffreypubliclibrary.org

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
Jaime Hutchinson	No other person in the room

Approval of Minutes

2/17/2021 Regular Meeting

Motion by JH / DW to approve as distributed.

Roll Call

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

Motion carries 4:0

Emily Carr joins the meeting at 10:06am

Motion by GF / EC to reappoint Jim Draper and Owen Houghton as Alternate Trustees.

Roll Call

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

Motion carries 5:0

Motion by JH / DW to appoint John Stone as Board Chair.

Roll Call

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

Motion carries 4:0:1

Motion by GF / EC to appoint Deb Weissman as Treasurer.

Roll Call

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

Motion carries 4:0:1

Motion by GF / EC to appoint Jaime Hutchinson as Secretary.

Roll Call

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

Motion carries 4:0:1

It is the Consensus of the Board that Grace will continue researching/drafting a Donation Receipt to be used by the Library.

Corresponding Secretary's Report

As distributed.

Treasurer's Report

As distributed.

Motion to approve as presented EC / JH

Roll Call

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

Motion carries 5:0

Directors Report

As distributed.

Motion by GF / EC to pay the deductible for the insurance claim from accumulated Town of Sharon funds.

Roll Call

Grace Flesher	AYE
John Stone	AYE

Deb Weissman AYE
Jaime Hutchinson AYE
Emily Carr AYE

Motion carries 5:0

Bushes need to be trimmed or removed prior to the inception of the masonry project.

It is the Consensus of the Board that Julie will coordinate this with the landscaper.

It is a stressful time for staff. People are arriving without having made an appointment.

In April, Julie plans to expand service hours. This will fulfill all “promises” made pre-COVID.

Andrea Connolly joins the meeting at 10:50am

Julie notes that staff are experiencing very high stress levels.

Staff have the opportunity to be vaccinated in Group 2a. As employers, we cannot require employees to be vaccinated, nor can we ask them if they plan to be (or have been) vaccinated. NH is still under the Governor’s mask mandate. As well, the Select Board is currently requiring masks be worn in all Town buildings. If/when the Governor lifts the statewide mandate, or the Select Board lifts its mandate, we can discuss how best to proceed. The staff are in close contact with school classes.

Julie conducted a survey of the Library staff on a number of questions related to the pandemic. There are patrons arriving at the Library unmasked, and also patrons who are exceeding the 30-minute appointment window. With three floors, it would be extremely difficult (or impossible) to monitor head count in any specific space. Julie has placed air purifiers at each circulation desk.

The overall gate count is still low – approximately 25% of the pre-pandemic level. Julie notes that there are two distinct populations right now:

1. The patrons who need the Library the most but are not currently accessing it, and therefore not being served.
2. The patrons who have used the Library throughout the pandemic, and continue to do so.

Among the second group, there is definitely “pandemic fatigue” as staff are noticing lately that people are having a harder time remembering, and following, the rules.

Julie is planning on holding lots of the programming outdoors in the coming months. Julie discussed the upcoming school vacation and her desire to modify our service plan level.

Motion by GF / EC that, pending the state of community health, the Library move to Service Level Green (allowing walk-ins and removing capacity limits) on April 26. Masks will still be required for all those age 2 and up.

Roll Call

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

Motion carries 5:0

Action Item

John will write a letter from the Trustees to our patrons asking that we all “stay the course.” Julie will disseminate the letter to the community through various communication channels.

Charlotte Hutchinson, Jaime’s daughter, will soon be old enough that she could apply for a job at the Library as a Page. Jaime asks the Board’s guidance on this matter.

Motion by GF / EC that we approve Charlotte Hutchinson applying for employment at the Library, should she wish to do so.

Roll Call

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

Motion carries 4:0:1

Motion by GF / JH to approve the amended Security Camera Policy, as distributed.

Roll Call

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

Motion carries 5:0

The NHLTA conference is May 12-13.

Old Business

None

New Business

None

Next meeting

Wednesday, April 21, 10:00am

Motion to adjourn by EC / DW

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Jaime Hutchinson AYE

Emily Carr AYE

Motion carries 5:0

These minutes recorded by Grace Flesher.