

Jaffrey Public Library Board of Trustees Meeting Minutes

Date April 21, 2021

Time 2:00 pm

Chair John Stone

Present Emily Carr, Grace Flesher, John Stone, 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

2:04 pm 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 838 8297 7601 and password 888213, or by clicking on the following website address:

<https://us02web.zoom.us/j/83882977601> and entering password 888213.

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

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

John appoints Jim Draper to be a voting member of the board in the absence of Deb Weissman.

Approval of Minutes

3/17/21 Public Meeting

Motion to approve as presented JD/EC

Roll Call

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

Motion carries 5:0

3/30/21 Public Meeting

Motion to approve as presented GF/JD

Roll Call

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

Motion carries 5:0

3/30/21 Non-Public Meeting

Motion to approve as presented GF/EC

Roll Call

Emily Carr	Aye
Grace Flesher	Aye

John Stone Aye
Jaime Hutchinson Aye
Jim Draper Aye

Motion carries 5:0

Corresponding Secretary's Report

As submitted

Treasurer's Report

As submitted

Motion to approve as presented GF/JD

Roll Call

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

Motion carries 5:0

Director's Report

As submitted

COVID service: Julie has received positive feedback from patrons after the announcement that the Library would be transitioning to Green Service level on April 26. They had a positive staff meeting as they prepare to “go green” and the staff are thankful for the support of the Board.

Jim asked about ILL. JPL is currently participating in ILL. It is limited to only 1 request per patron due to a number of limiting factors.

Building Security: Due to a lost building key (from a trustee) and a recent staff resignation it is a good idea to rekey the building. The quote that Julie received from the Locksmith is \$150 which would be a building expense.

There was a consensus from the Board to rekey the building.

Internet Policy: It has recently come to Julie's attention that the free internet the library receives from Comcast is from government money and therefore may be subject to CIPA (Child Internet Protection Act). Proper adjustments will need to be made to internet access (such as filters).

This will require an adjustment to the library's internet policy. Julie will bring the new policy to the next Board meeting.

Old Business

Masonry Work Update: The masonry work is going a bit slower than expected because of the weather. The whole project involves rebuilding 2 chimneys and restoring some brownstone and mortar.

Julie was informed this morning that the masons will need to close the driveway and the front door as they masonry work moves to the front of the building. They will put up extra safety fencing. Patrons can still access the library through the ground floor entrance.

The book drop will not be accessible during this time. If patrons are not able to come into the building to return books they can call the library and a staff member can come out to get the books. Julie will send out a newsletter today to let patrons know this information.

NHLTA Conference: This will take place virtually on May 12 and 13. Julie will be presenting on May 13. Participants need to sign up in advance for workshops. If you are not able to attend at the designated time you can watch the recording at a later date. The recordings will be available for 6 months. The cost for the conference is \$25. The fee is covered in the budget for Board members. Receipts must be submitted for reimbursement. The deadline to register is April 23.

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

Jaime Hutchinson AYE

Grace Flesher AYE

John Stone AYE

Emily Carr AYE

Jim Draper AYE

Motion carries 5:0

Entered Non-Public Session at 2:58 pm

Public Session reconvened at 3:28 pm

Motion 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

Motion GF/JD

Roll Call

Jaime Hutchinson AYE

John Stone AYE

Emily Carr	AYE
Jim Draper	AYE
Grace Flesher	AYE

Motion carries 5:0

Meeting concluded 3:29 pm

Motion to adjourn by JD/EC

Roll Call

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

Motion carries 5:0

These minutes recorded by Jaime Hutchinson.