

Jaffrey Public Library Board of Trustees Meeting Minutes

Date October 20, 2021

Time 10:00 am

Chair John Stone

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

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

10:02 am JS

John took a moment to acknowledge all of the exceptional work done by Julie and all of the library staff in response to the damage done by the lightning strike. Even under such a stressful situation the staff managed to provide wonderful service and programming to the library patrons. The rest of the Trustees whole heartedly agreed with John's sentiment.

Jim also took a moment to acknowledge the amazing work done by Julie in securing grant funding throughout the year. Again, the rest of the Trustees agreed with this sentiment.

Approval of Minutes

September 22/23, 2021 and October 15, 2021 Non-Public Meetings

Motion to approve as presented GF/EC

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Grace Flesher Aye

Deb Weissman Aye

Motion passes 5:0

September 22/23, 2021 and October 15, 2021 Public Meeting

Motion to approve as presented DW/GF

Roll Call

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

Motion passes 5:0

Corresponding Secretary's Report

As submitted

Treasurer's Report

As submitted

Motion to approve as presented EC/GF

Roll Call

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

Motion passes 5:0

Director's Report

As submitted

Old Business

Julie's evaluation and contract renewal:

Julie's annual evaluation was reviewed, approved, and signed by Julie and the Board of Trustees.

Julie's contract renewal was reviewed, approved, and signed by Julie and the Board of Trustees.

Landscaping Update:

The landscaping out front is an extension of the learning garden and was paid for by the Friends of the Library. Katsura Landscaping planted various perennials and pollinator plants. The maintenance and care will be covered under the landscaping contract as part of the learning garden.

Trustee Staff Recognition Update:

Motion to allow Grace Flesher and Emily Carr to order the Employee Excellence Award plaque per the approved wording. DW/JH

Roll call

Emily Carr	Aye
John Stone	Aye

Jaime Hutchinson Aye
Grace Flesher Aye
Deb Weissman Aye

Motion passes 5:0

New Business

2022 Budget

There are many increases to the 2022 municipal budget that we have no control over such as costs for retirement, telephone, electricity, and maintenance contracts. Prices for all services have increased over the past year. Most of the programming costs are covered by grants secured by Julie.

Julie presented multiple budget drafts to the Trustees.

Motion to propose a 2022 Budget of \$349,396 per the draft presented by Julie Perrin as Draft B. GF/DW

Roll call

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

Motion passes 5:0

The Board of Trustees have chosen to continue to take responsibility for the costs of the cleaning contract, disability insurance, and landscaping for 2022. These costs will also increase in the coming year.

We have received contract proposals from two local landscapers.

Landscaping Estimates:

Katsura Landscaping – maintenance and care of the learning gardens (April 1-Nov 15)	\$1200
Smitty Landscaping – maintenance and care of the lawn (spring clean up, fall clean up, organic fertilizer, mowing/weeding April 1- Nov 15)	\$3175

Julie also presented an estimate for painting of the Bean Room and stairway from Dennis Wright of Wright Painting:

Bean Room - \$775

Stairway (top to bottom) - \$2200

Motion to accept the two painting estimates and two landscaping estimates for 2022 contracts and authorize Julie to enter into the contracts. DW/GF

Roll call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Grace Flesher Aye

Deb Weissman Aye

Motion passes 5:0

Grace Flesher left the meeting at 12:10 pm.

Motion to adjourn by EC/DW

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Emily Carr Aye

Deb Weissman Aye

Motion passes 4:0

Meeting concluded at 12:11 pm.

These minutes recorded by Jaime Hutchinson.