

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

Date January 19, 2022
Time 10:00 am
Chair John Stone

Present John Stone, Jaime Hutchinson, Grace Flesher, Deb Weissman, Emily Carr, 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

Approval of Minutes

11/17/2021 Public Meeting

Motion to approve as presented GF/EC

Roll Call

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

Motion passes 4:0:1

Corresponding Secretary's Report

As submitted

Emily reported that patrons were very generous with their Giving Tree donations.

Treasurer's Report

As submitted

Motion to approve as presented GF/JH

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 – year end report

Julie was also asked to submit a Director's Report for the Town of Sharon. The Town of Sharon is waiting for the March town meeting until they commit to their contract with JPL for 2022.

Old Business

Budget 2022

At the January 12, 2022 Budget Committee Meeting, the Budget Committee did not support the Trustees' budget request (a 6% increase), but instead voted to approve the Select Board/Town Manager's recommendation for the library (3%), a difference of approximately \$10,000 or 2 cents on the tax rate.

The 6% budget increase request reflected an increase in the cost of utilities and maintenance needed to keep the library open and able to offer the same level of service. Even though library does have money available from trust funds and grants, these are limited in their amount and what they can fund.

Julie presented a plan using the 2022 Town Manager Request Budget (3%)

The building repair costs can be decreased by changing the pest control service from monthly to quarterly.

The book budget will be cut by \$2000. This is the second cut to the book budget. Last year it was decreased by \$4500. Julie shared ideas on how to use trust funds and some grants to increase the book collection. Many of the grants have money designated for certain types of books.

We are currently losing money on the print services due to increased costs.

Motion to raise copy print prices starting February 1, 2022 to 25 cents/copy for black and white copies and 50 cents/copy for color copies. DW/GF

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Grace Flesher Aye

Deb Weissman Aye

Motion passes 5:0

Staffing has been a real challenge during COVID for a variety of reasons.

Julie will be giving the high school library aides more training to allow them to be able to do more tasks at the desk. This will hopefully help with staff coverage and because library aides get paid less than library assistants and fulltime staff, it will help with staffing costs. However, because library aides are less experienced than other staff who would normally be filling these roles, it will also mean that less experienced staff members will be available to assist patrons

The library is also at risk for having to return grants because there is not adequate staff to fulfill the grant requirements.

The Library Board of Trustees also discussed reducing the amount of hours and/or days that the library is currently open in order to keep costs within the Proposed 2022 Town Manager Request (3% budget increase). This would not be an ideal situation but needs to be seriously considered. Currently, the two full time professional staff cannot take days off because of inadequate staffing.

Motion to use the Proposed 2022 Town Manager Request as our working budget. DW/GF

Roll Call

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

Motion carries 5:0

History Floor Update

At their November meeting the members of the Jaffrey Historical Society (JHS) voted against participating in an MOU (Memorandum of Understanding) between the JHS and the Jaffrey Public Library.

There has been no communication from the Jaffrey Historical Society since November.

There seems to be miscommunication among the members of the JHS as to what needs to happen to the cabinets and items on the 3rd Floor.

The library owned cabinets which were given to the JHS have been moved by the DPW to the attic. There are two more glass cases that need to be moved. Their presence is not ADA compliant.

New Business

- a. Sharon Renewal – The Town of Sharon is waiting for their March Town Meeting before they commit to a 2022 contract with JPL.
- b. Jaffrey Climate Initiative – Sponsorship
This program collects plastic bags in exchange for a bench made from recycled material (Trex). Different organizations in town can receive a bench after filling out a Trex application.

Motion to accept the Jaffrey Climate Initiative Sponsorship as described by Julie. GF/JH

Roll Call

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

Motion carries 5:0

- c. Open Trustees Positions
Trustees Deb Weissman and Emily Carr hold positions that expire in 2022. Both Trustees intend to run for their positions again.
- d. Holidays for unbenefited employees – Discussion. Trustees took no action.

Future Agenda Items

- a. Bylaws – Recommendation for the bylaws to be updated.
- b. Health Insurance – public agenda item for future meeting.

Meeting concluded at 11:48 pm.

Motion to adjourn by GF/DW

Roll Call

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

Motion carries 5:0

These minutes recorded by Jaime Hutchinson.