

JAFFREY PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING MINUTES

Date: November 19, 2019

Time: 1:30 pm

Chairs: Lou Casagrande and Patricia MacIsaac

Present: Lou Casagrande (LC), Pat MacIsaac (PM), Suzanne Mieso (SM), Ann Marie Furnival (AF), Emily Carr (EC), Travis Shattuck (TS) (alternate)

Library Director: Julie Perrin (JP)

Meetings are open to the public except as allowed under RSA 91-A:3.

Item	Motion	Vote
Call to order at 1:30 pm by MacIsaac		
Approval of Public Minutes 10/25/19	SM/LC	4:0
Approval of Non-Public Minutes 10/25/19	LC/AF	4:0
Approval of Public Minutes 10/31/19	LC/AF	4:0
Approval of Non-Public Minutes 10/31/19	LC/AF	4:0
Approval of Public Minutes 11/12/19	PM/SM	5:0
Board Reports (<i>Submitted in advance</i>)		
Treasurer's Report - Accepted	PM/LC	5:0
Casagrande asked about the town held trust fund disbursement schedule.		
Corresponding Secretary (<i>Submitted in advance</i>) – The Board expressed appreciation for the generosity of the community. Shattuck spoke of the article in the Ledger-Transcript about the library's sewing program, which included an acknowledgement of the volunteers and sponsors supporting the program.		
Library Director's report (<i>Submitted in advance</i>)		
In response to the statistics presented, MacIsaac asked Perrin to explain the causes of the significant increase in usage in October. Perrin explained that the gate count was so high due to the Halloween event being held indoors and drawing 700 attendees over the course of the event. Perrin also explained that the engagement stats were also high due to changing demographics in users and higher levels of need. Historically, October has been a month that brings many more new users to the library.		

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<p>Perrin also presented a quote to address the front stairwell/trash entrance moisture/mold problem with the old carpet.</p> <p>Old Business: Report on meeting with the Town Manager regarding the Trustee Budget request. Casagrande provided a recap of the ideal strategic budget of \$341,000, with the town request at \$319,000, to include trustee contributions for operating expenses not to exceed the 3% drawdown on unrestricted funds that was previously approved. He also reviewed the economic activity report by Perrin.</p> <p>Casagrande and Perrin discussed the grant options for the exterior maintenance of the building, but with limited resources and the demands on Perrin's time, Casagrande expressed that "we are forced to put off the exterior of the building" in 2020 and revisit next year. There was a general consensus and no further discussion.</p> <ul style="list-style-type: none"> • Action: Perrin will ask the Town Manager when we will know his budget recommendation for the library. • Action: Mieso will ask the Town Trustees of the Trust Funds about the investment and performance strategy for the library funds. 		
<p>Continuing Business – Strategic Plan</p> <p>Governance Goal of ethical and respectful communication, moderated by Casagrande</p> <p>Referring to the meeting of November 12, Casagrande acknowledged the conflict in ethics, values, and roles. Carr expressed the need for everyone to to move forward in a positive way.</p> <p>Casagrande expressed the following needs for future meetings. Attendees need to:</p> <ul style="list-style-type: none"> • Listen and acknowledge • Focus on policy as the role of trustees • Have a clear understanding of roles • Avoid provocative language • Use language of thoughtful concern and clarification • Direct comments to the Chair in order to frame questions in a manner that is not personal. <p>Casagrande stressed the importance of internalizing the Trustee Code of Ethics to which the board members previously pledged.</p> <p>Furnival and MacIsaac commented on their intentions at the last meeting. Perrin was given the opportunity to address the board. She asked to do so in a public session. She thanked Casagrande and the board members who worked diligently on the trustees' self- evaluation process in the previous months. She reviewed RSA 91A:3, specifically as regards nonpublic sessions related to employee performance.</p> <p>Perrin questioned whether the new arrangement with weekly co-chair meetings are meeting the goal of better communication, and explained the impact on director time and how that affects staffing. She also discussed</p>		

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the importance of equity and universal access, and our commitment to serve all of the public. Furnival left the meeting at 2:40 and returned at 2:45 pm.		
Draft of the Strategic Plan, presented by Casagrande Casagrande reviewed the draft, developed from the presentation made by Perrin and Connolly in August and board discussions over the past months. Various edits were considered and discussed.		
<ul style="list-style-type: none"> • Action: LC, SM, and JP will collaborate and revise the language for the mission and vision for the Dec. 17 meeting. • Action: JP and the staff will develop specific measurable objectives in support of Goals # 1 – 4, and #7 as relates to staff. 		
Strategic Plan - Organizational Flow Chart, presented by Perrin Perrin referred to the chart as “a great exercise,” as it allowed her to see clearly how many hats each individual staff member is required to wear. Casagrande and Shattuck commented on the diversity of skills required by staff. A brief discussion followed regarding the multiple roles being undertaken by library staff. MacIsaac suggested sharing the chart as part of the budget presentation.		
Staff Training Day There was a consensus that Perrin may plan a closed weekday in early 2020 for staff training, especially as regards safety and social work issues facing library staff.		
New Business:		
Technology Upgrades Perrin had presented the action plan for required technology upgrades in the director’s report.		
Motion to expend up to \$9,500 for the required technology upgrades from the Wetherell Fund.	LC/PM	5:0
Building Maintenance – Trash Entrance/stairwell		
Motion to expend \$1200 to address the stairwell mold according to the plan outlined by Belletetes proposal, from the Wetherell Fund	LC/AF	5:0
Funds Transfer for Purchases		
Motion to authorize Treasurer Mieso to request the funds from the Wetherell Fund from Charter Trust for the aforementioned approved purchases.	PM/LC	5:0
Memorial Donation		
Motion to expend \$100 for sympathy/memorial donation for staff member.	PM/EC	5:0
Trustee Board Openings There was a consensus that Casagrande will coordinate discussions about trustee recruitment and the possibility of filling vacant alternate positions.		
Adjournment at 3:55 pm		
Next Meeting scheduled December 17, 2019 at 1:30 pm	PM/EC	5:0
These minutes recorded by Julie Perrin		