

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

Date March 16, 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

10:07 am JS

Motion to appoint John Stone as Chair, Deb Weissman as Treasurer, Jaime Hutchinson as Secretary, and Emily Carr as Corresponding Secretary. GF/EC

Roll Call

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

Motion Passes 5:0

Motion to appoint James Draper as an alternate Trustee. GF/JH

Roll Call

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

Motion Passes 5:0

Approval of Minutes

2/16/2022 Public Meeting

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

Corresponding Secretary's Report

As submitted

Grace thanked Emily for her outstanding work as Corresponding Secretary.

Treasurer's Report

January and February Reports as submitted.

Motion to approve as submitted. 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

There are a lot of grants in the works. Julie is busy with paperwork and meetings as part of both the application process and the reporting process.

The Town of Sharon agreed to continue its contract with JPL even though their town budget was cut at their Town Meeting.

The gifts in memory of Mary Virginia Deschenes Tupper have totaled \$2,000 to date, which will offset a significant amount of the cuts to our collection budget. These gifts will support the children's collection, per the donor family's request.

The Friends of the Library will continue to provide funding for the NH State Parks Pass and the hotspots. They will also be funding some upcoming programs.

As part of the Planning Board's Committee to Draft an Energy & Resilience Chapter for Jaffrey's Master Plan, building and energy consultant, Margaret Dillon, provided the town with an energy usage report. Dillon is on the planning board and chairing the committee. The Jaffrey Public Library is the only building in town that significantly reduced both their CO₂ emissions and their energy usage. There was a 32% reduction in CO₂ emissions and a 63% reduction of site energy.

Old Business

Bylaws – A work session is scheduled for April 6, 2022.

Historical Survey Grant Update – A letter of intent for the Certified Local Government Grant has been submitted. The next step in the process is to have a meeting with the organization. The process of preparing the paperwork for the NH Preservation Alliance has begun. They need to come for a site visit before the paperwork is submitted.

History Floor Update - Julie presented a slideshow showing the various cabinets and artifacts that are housed on the 3rd Floor of the library. Some of the cabinets and artifacts belong to the JPL and some belong to the Jaffrey Historical Society. Discussions will continue on how to best use this space and display relevant artifacts.

Joe Dugan has begun work on an interactive Touch Screen display for the 3rd Floor. This interactive display will allow patrons to access information and photographs pertaining to Amos Fortune, Willa Cather, the Abenaki, and the Portraits are on display at the JPL. A touch screen display has already been purchased with grant money and is currently on the 3rd Floor. The project should be complete in a few months.

In the future, this information and photographs should be able to be accessed online as well.

Social Library – A large case on the 3rd-floor houses original items from the early days of the Jaffrey Library. The library also owns the original manuscript of *Fortune's Choice* by F. Alexander Magoun. There was discussion on how to best preserve these items and how to display them to patrons.

New Business

Pandemic Service Plan – Mask Policy

There was a long discussion about the library's mask policy.

The discussion included consideration of the staff's preferences and concerns, the health and safety of both the staff and the patrons (many of whom are higher risk), the feedback from patrons both in favor of and against the mask policy, the CDC guidelines, the transmission level in NH, the number of people who may not be entering the library building because of the mask policy, the number of people participating in online programming as well as in-person programming, the amount of time that people spend in the library (not just quickly coming and going), as well as the uncertainty of COVID numbers remaining low.

Motion to continue mandatory masking with the intent of revisiting the mask policy at the April Trustee Meeting. DW/EC

Roll Call

Emily Carr Aye

John Stone Aye

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|------------------|-----|
| Jaime Hutchinson | Aye |
| Grace Flesher | Nay |
| Deb Weissman | Aye |

Motion Passes 4:1

Town Meeting Review

John Stone, Deb Weissman, Jaime Hutchinson attended in person. Julie Perrin attended online.

JPL Program Policy

Motion to adopt the Jaffrey Public Library Program Policy 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

Circulation Policy Amendment

Amendments:

Monadnock Adult Care Center day clients are granted borrowing privileges.

High-value items such as telescope, hotspots, and launchpads can accrue fines.

Motion to approve amended Circulation Policy. GF/EC

Roll Call

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

Motion Passes 5:0

Outdoor Sign

The wooden library sign on the library lawn needs repainting. It also lists the old library hours.

It is currently covered by a banner displaying our pandemic level of operations. A decision needs to be made about what to do with the sign once the banner is removed. Discussions involved repainting the sign or replacing it with a granite sign that does not list the hours.

John will research pricing for granite signs, and Julie will create a design for a replacement banner that could cover the library hours. Both will bring their information to the next Trustee meeting.

Jaffrey's 250th Jubilee Celebration

Julie received a letter from the Jaffrey 250th Organizing Committee inviting the library to be a

part of the team of sponsors and supporters of the 250th celebration. The sponsorship levels range from \$500 - \$15,000. The Board agreed that we are not able to financially contribute to the celebration because our trust funds are restricted by donor intent, and we do not have a line item in our budget for donating funds. In addition, we are a town department and not a separate business that may have funds for donations. However, the Friends of the Library may be able to monetarily support the celebration. Julie will speak to the Friends of the Library about the possibility of sponsorship or purchasing a banner.

Grace will draft a letter to the Jaffrey 250th Organizing Committee explaining our financial situation.

There will be a town parade as part of the 250th Jubilee Celebration. Grace suggested that the JPL book bike be part of the parade as our “float”. The Board agreed that this was a great idea.

Meeting concluded at 11:50 pm.

Motion to adjourn. EC/DW

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Grace Flesher Aye

Deb Weissman Aye

Motion Passes 5:0

These minutes were recorded by Jaime Hutchinson.