

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

**Date** May 27, 2022

**Time** 10:00am

**Chair** John Stone

**Present** Grace Flesher, John Stone, Deb Weissman, Emily Carr, Julie Perrin (Library Director)

**Absent** Jaime Hutchinson

***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**

10:00am JS

Julie updated the Board on multiple problems with the current cleaning service, McGurty Maintenance. Service under the previous owner was excellent, but after the company was sold service has declined considerably. The concerns range from bathroom supplies not being filled, floors not being washed, and items being broken. There are also security concerns, such as the cleaners leaving the front door unlocked while in the building and not vetting individuals who are coming into the library. Our security cameras allow Julie to review the times cleaners are coming into the building, and show the cleaners are working less hours than contracted.

Julie has attempted to address these issues with the new owner of McGurty Maintenance, but the problems remain unresolved.

Given the security camera footage, Deb asked if we should reduce our payment to reflect actual hours worked. Clearly we are being charged for services that have not been provided.

We do not have a contract, we are simply “at will”.

The Board discussed two options to replace the cleaners. We could hire a different cleaning service or we could hire cleaners who would work for the Library. Several other Towns have hired cleaners directly (rather than contracting with a cleaning service) and are finding the arrangement satisfactory. To that end, Julie discussed how such an arrangement could work with both Jon Frederick and Elisa Fitzgerald. The salaries would come out of our salary line on the Library budget, and the Town would then “bill” the Trustees for the amount paid.

The Trustees discussed pros and cons of both options. Hiring cleaners directly would necessitate the one-time purchase of equipment (vacuum, floor burnisher, mops and buckets) and the ongoing purchase of cleaning products and supplies. Equipment prices were discussed.

**Motion by DW / EC that we terminate monthly services with McGurty Maintenance, effective May 31, 2022, that we request all Library keys be returned by June 1, 2022, and that we request a detailed accounting of services provided in May 2022. The final May 2022 bill will only be paid once all keys are returned and the final invoice is agreed by the JPL Board of Trustees.**

Motion carries 4:0

**Motion by GF / DW to offer cleaning positions to Glenda and Rose Landry, for up to but not to exceed 16 hours per week (for both employees in total), at a rate stipulated by the Board of Trustees.**

Motion carries 4:0

**Motion by DW / GF to authorize Julie to spend up to \$2,000.00 to buy cleaning equipment.**

Motion carries 4:0

**Motion to adjourn by DW / EC**

Motion carries 4:0

**The meeting adjourned at 10:57am**

**These minutes recorded by Grace Flesher.**