

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

Date July 20, 2022
Time 10:00am
Chair John Stone

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

Absent Emily Carr, 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

Approval of Minutes

May 18, 2022; May 27, 2022; June 15, 2022

Motion to approve as distributed.

DW / GF

Motion passes 3:0

Corresponding Secretary

No report, absent due to COVID

Treasurer's Report

May 2022; June 2022

As distributed

Motion to approve as distributed.

GF / DW

Motion passes 3:0

Library Director

As distributed

The library is very busy!

Deb asks how the library takes the gate count. Julie explains that an electronic beam is triggered when someone passes through. There are two gate counters, one at each public entrance. Staff use a different door to ensure they are not counted. Julie explains that the system we use provides wonderful reports and allows her to monitor trends, check counts for specific days or times, etc.

Julie can compare these very specific gate counts to “individual” circulation events (counting each person who checks out material rather than counting each item checked out). We can assess how many people are accessing the library at any given time, and whether or not they are accessing services.

Motion to approve amendment to the Circulation Policy, as distributed.

DW / GF

Motion passes 3:0

Old Business

Bylaws

Draft was circulated via email prior to the meeting.

There was extensive discussion about how we should handle the absence of the Chair, as the draft indicated the Chair presides over all meetings of the trustees. This led to additional discussion about absences of other officers. Grace will be asking Phil Runyon to review the draft, and will ask him if there is any “standard” way of duties in the absence of officers.

Julie brought to the attention of the trustees that it is permissible to have some trustees attend remotely, as long as an in-person meeting is held, and as long as a quorum exists among the in-person attendees, subject to all provisions of RSA 91-A:2 – but this must be outlined in the bylaws. Julie offered to forward the relevant statutory language and the trustees will add it.

There were some additional changes, which were submitted in writing.

Motion to make the discussed changes and then ask Phil Runyon to review the amended draft bylaws prior to our next trustee meeting, at which time the bylaws will be presented for approval.

DW / GF

Motion passes 3:0

Outdoor Sign

Grace and Julie provided updates. The sinkholes in the lawn necessitate postponing this matter.

Motion to revisit the discussion of the outdoor sign at a future meeting of the trustees.

DW / GF

Motion passes 3:0

History Floor Update

Chair John Stone notified the Jaffrey Historical Society, by letter dated July 12, that their glass cabinets must be removed from the library no later than August 13. The letter was hand delivered, and also sent by email. If John does not receive a reply soon he will call the President of the Jaffrey Historical Society, Charlie Turcotte.

The archival intern is discovering many interesting items.

Discussed the possibility of selling the glass “social library” cabinet, which is owned by the library. The contents will be retained. There were questions regarding the antique cabinet and its value. John will investigate options to sell it.

New Business

Shattuck Memorial Donations

Generous donations have been received in memory of Travis Shattuck. Given Travis’ long association with the library, it was suggested that these funds (which have been received with no designation) be applied toward the matching funds requirement for the historical preservation grant.

It was noted that the other significant memorial gifts, honoring Virginia Tupper, were received with a designation that they be used for children’s programming and the children’s collection.

Preservation Grants update

Both grant applications were approved, but funds will likely not be released until the Fall. As noted above, the Shattuck memorial gifts will be applied toward the matching requirement (our match is \$1,850.00). Also, 3 other donations were recently received with a designation that they be used for preservation work.

Grace will draft and forward to Julie language to be used in an upcoming library newsletter, announcing the opportunity for patrons and community members to support this important historical assessment.

Establishing New Trust Funds

Draft language had been circulated via email regarding two new trust funds which the Board wishes to establish. Both funds would be “purpose” restricted. A small edit was suggested for one fund and changing the name of the other fund was recommended. The vote will be to approve the funds, but instructions will only be forwarded to Bar Harbor upon approval of the bylaws.

Motion to approve the new trust funds, as amended.

DW / GF

Motion passes 3:0

Spending Policy Review

This item was not discussed and will be placed on the agenda at a future meeting of the trustees.

Investment Policy Review

This item was not discussed and will be placed on the agenda at a future meeting of the trustees.

Meeting concluded at 11:39am

Motion to adjourn

GF / DW

Motion passes 3:0

These minutes recorded by Grace Flesher