

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

Date September 21, 2022

Time 10:00 am

Chair John Stone

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

Absent Jim Draper (Alternate)

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.

Public Hearing Opened at 10:01 am

A public hearing is a state requirement for any grant exceeding \$5,000. This public hearing was held to formally accept the \$20,000 grant recently awarded to the library from Millipore Sigma.

Motion to accept and expend the \$20,000 grant from Millipore Sigma to support 2023 science education at the library. DW/GF

Roll Call

Emily Carr Aye

John Stone Aye

Deb Weissman Aye

Jaime Hutchinson Aye

Grace Flesher Aye

Motion Passes 5:0

Public Hearing Closed at 10:03 am

Call to Order

10:04 am JS

Approval of Minutes

7/20/22 Public Meeting

Motion to approve as presented. DW/GF

Roll Call

Emily Carr Abstain

John Stone Aye

Deb Weissman Aye

Jaime Hutchinson Abstain
Grace Flesher Aye

Motion passes 3:0:2

Corresponding Secretary's Report

As submitted

Treasurer's Reports (July and August)

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

Motion to accept and expend the following recent donations:

Kevin and Nancy Sterling	\$306.82	books for teens
Friends of the Jaffrey Public Library	\$500	Historic Preservation Matching Funds
Beaird Family Foundation Grant	\$1,000	Children's Programming

GF/DW

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

Tarah Castiglioni, the new director of TEAM Jaffrey, and Julie have discussed moving the Friday Farmer's Market to the library lawn for 2023. This would provide internet to farmer's market vendors, allow the library to attend and participate in the farmer's market, and allow library patrons to visit the library and the farmer's market with ease.

Motion to partner with TEAM Jaffrey and host the 2023 Farmer's Market on the library lawn. GF/EC

Roll Call

Emily Carr Aye
John Stone Aye

Jaime Hutchinson	Aye
Grace Flesher	Aye
Deb Weissman	Aye

Motion Passes 5:0

Old Business

Bylaws

Grace incorporated changes/edits suggested by Julie. Grace sent the bylaws to lawyer, Phil Runyon to review and received positive feedback.

Motion to accept the bylaws as presented. GF/DW

Roll Call

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

Motion Passes 5:0

Establishment of Trust Funds

Grace amended the language of the Jaffrey Public Library Future Fund and the Clay Library Fund to include the language “administered by the Jaffrey Public Library Board of Trustees”.

Tom Donovan (Department of Justice) suggested setting up special funds with Bar Harbor Trust and sharing the trust fund information with the public.

Grace also suggested that we review the gift acceptance policy and set up a monetary threshold for when we would set up a named fund.

Motion to amend the trust fund language for both the Jaffrey Public Library Future Fund and the Clay Library Fund and set them up with Bar Harbor Trust. GF/DW

Roll Call

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

Motion Passes 5:0

Deb will reach out to Bar Harbor Trust to discuss the process for setting up these funds.

Preservation Grant

Motion to accept and expend the Certified Local Government grant of \$4,500. 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 sign the Clay Memorial Library National Register Nomination contract with preservation consultant Mae Williams (per the Certified Local Government grant). GF/DW

Roll Call

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

Motion Passes 5:0

Motion to authorize the treasurer to make all expenditures related to the Clay Memorial Library National Register Nomination contract. 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 accept and expend the NH Preservation Alliance grant of \$1,850 that requires a 1:1 matching contribution of \$1,850.

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 sign the Historical Building Assessment Report contract with Mae Williams.

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 sign the contract with Brian Gallien of Ironwood Restoration for the Historical Building Assessment per the NH Preservation Alliance Grant. 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 authorize the treasurer to make any required expenditures to Ironwood Restoration and Mae Williams per the terms of the NH Preservation Alliance Grant.

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

Plans for the outdoor sign have been put on hold until the sink holes on the library lawn have been fixed.

History Floor Update

Spaces: Jaffrey DPW picked up the two cases belonging to the Jaffrey Historical Society. The third-floor space has been adjusted slightly to allow for more workspace. Tables have been turned to allow for more workspace and chargers have been added for laptops. The space has been used extensively and many people have expressed their appreciation.

Portraits: Julie inquired into what our insurance covers in regard to the JPL portraits. The insurance will cover a maximum of \$1,000 per individual work of art and a maximum of \$10,000 total. If more coverage is needed/wanted then a formal art appraisal must be performed and then

the items need to be listed separately in our insurance plan.
Julie did find a list of the artwork and prices from 1978 but it's not an official appraisal.
The Board of Trustees would need to pay for an art appraisal.
Julie will research the cost of an art appraisal and bring this information to the Trustees.

Social Library: The current cabinet that the social library is housed in has broken glass and is not an archival cabinet. A discussion was had about better preservation of the social library. John contacted many local antique dealers (in regard to the cabinet) and followed up on other leads. He hasn't heard back from any interested antique dealers. John will update us at the next meeting.

New Business

A budget preparation meeting date was set for Wednesday, October 26 from 3:00 pm - 5:00 pm.
A date was also set for the Library Director's Performance Review.
The Spending Policy Review and the Investment Policy Review were postponed.

Meeting concluded at 11:55 am.

Motion to adjourn. EC/JH

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.