

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

**Date** February 1, 2023

**Time** 10:00 am

**Chair** John Stone

**Present** John Stone, Emily Carr, Jaime Hutchinson, Grace Flesher, Jim Draper (alternate), Julie Perrin (Library Director)

**Absent** Deb Weissman

***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**

10:02 am JS

John Stone appoints Jim Draper as a voting member.

This meeting was called to discuss the emergency replacement of the library's rear flat roof. The Melanson Company, Inc. has provided a projected quote of \$50,800 for the replacement of a membrane roof that is approximately 2600 square feet.

The library has worked with this company on numerous occasions in the past. They are a trusted company that is prompt and professional Julie has never had any issues with them before.

If we approach the Town of Jaffrey for the emergency replacement of the roof we will have to go through a formal bid process which would involve preparing bid documents, publicizing an invitation to bid, receiving bid proposals, mandatory site inspections, meeting with the select board, and reviewing each of the bids. Although the head of the DPW would help Julie prepare the bid documents, the process would still require a lot of time and effort on Julie's end. She would need to take time to meet with each of the contractors. The library is already short-staffed. The roof leaks cause more stress for all of the staff because they need to protect the books from water damage by covering them with plastic and placing buckets under potential leak areas.

The Melanson Company, Inc. may be able to begin work on the roof at the end of February or the beginning of March if the weather cooperates. Otherwise, the work may not happen until late summer into the fall.

If we go through the formal bid process, there is not even a chance of the replacement happening before spring, and we may miss out on roofing schedules that are already being booked into the fall. Furthermore, the ceiling tiles and room insulation cannot be fixed until the roof is fixed.

Julie did ask Jon Frederick if the Trustees paid for the roof, not using public funds, could we expedite the process and avoid the delay from a formal bid process. He indicated that yes, due to the emergency nature of the roof replacement, that would be allowable under these circumstances. If the BOT pays for the roof without any financial assistance from the town, Julie would approach the town with other repairs in process such as the conduit for the fidium fiber, as well as outstanding CIP discussions such as cracked concrete walkways, and the absence of a backup generator.

A lengthy discussion followed about the library's finances, trust funds, and spending policy.

Jim Draper expressed his concerns about the staffing issues. From his professional experience, the bidding process is very labor intensive.

Grace Flesher suggested that we create a financial subcommittee within the BOT to think about the structures that we currently have in place and ensure that we are managing all money wisely.

John Stone agrees that a financial subcommittee is needed. Creating spreadsheets that are streamlined and easy to read would be beneficial to all current board members as well as future board members.

It was the consensus of the BOT to have Grace find someone to help us streamline our existing record-keeping system and design easy-to-understand and easy-to-use reporting tools.

**Motion to authorize Julie to contract with The Melanson Company, Inc. for the projected sum of \$50,800 for emergency roof replacement, and the BOT will fund the replacement from the income and principal from the unrestricted Wetherell Fund. JS/JD**

Roll Call

John Stone                      Aye

Jaime Hutchinson            Aye

Grace Flesher                Aye

Emily Carr                    Aye

Jim Draper                    Aye

**Motion passes 5:0.**

The next board meeting will be Wednesday, February 8, 2023, at 10:00 am.

**Meeting concluded at 11:19 am.**

**Motion to adjourn.**

Roll Call

John Stone                    Aye

Jaime Hutchinson	Aye
Grace Flesher	Aye
Emily Carr	Aye
Jim Draper	Aye

**Motion passes 5:0.**

**These minutes were recorded by Jaime Hutchinson.**