

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

Date February 8, 2023
Time 10:00 am
Chair John Stone

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

Not Present: Deb Weissman, 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.

Call to Order

10:04 am JS

Approval of Minutes

Public Meeting Minutes – January 18 & 21, 2023; February 1, 2023

Motion to approve as presented. GF/EC

Motion passes 4:0

Nonpublic Meeting Minutes - January 18 & 21, 2023

Motion to approve as presented. GF/EC

Motion passes 4:0

Corresponding Secretary's Report

As submitted

Treasurer's Report - no reports at this time

Accept and Expend Donations/Grant Funds

Motion to accept and expend the following donations and grant funds. GF/EC

NH Humanities \$250

Kevin Sterling \$200

Motion passes 4:0

Director's Report - as submitted

No expense report at this time due to this meeting being earlier than usual and the Town of Jaffrey is in the middle of an audit.

This January saw a significant increase in both people in the building and circulation over last January. The building has been very busy and the library is short staffed as the Programming Librarian position has not been filled yet.

Julie recently gave a presentation to the Lions Club that was well received. They will be donating \$1500 for the Large Print collection.

Old Business

Programming Librarian Position - There have been four applicants since the position was reposted. Three of the applicants have an M.S. in Library & Information Science. The application deadline is February 24. First interviews will be conducted closer to the deadline.

Roof Issues - The JPL is currently in the queue with The Melanson Company, Inc.

Trustee Finance Subcommittee - Grace and John will be a part of this subcommittee. Grace has been in communication with someone who is able to create user friendly Google Sheets to keep track of the library's finances. The project is almost complete. The Google Sheets have auto calculators which will make keeping track of everything more streamlined and efficient. Grace shared the spreadsheets in their current form and explained how they worked.

New Business

Nonpublic minutes review and spreadsheets - The BOT are supposed to review the non-public minutes once a year and decide what needs to remain sealed and what can be unsealed. We will find a future date to review the nonpublic minutes.

There is a new law that requires a public list that keeps track of every time we have a nonpublic session. The list must include the date and time of the meeting, the reason for the nonpublic meeting, the reason for sealing the minutes, the date reviewed and the date the minutes became unsealed (if that happens).

It was decided that it would be easiest to write-up and share public meeting minutes as well as share the public list of nonpublic minutes using a Google platform.

Julie will create an email for the JPL secretary using the library's Google platform.
secretary@jaffreypubliclibrary.org

Meeting concluded at 11:42 am.

Motion to adjourn. GF/EC

Motion passes 4:0

These minutes were recorded by Jaime Hutchinson.