

# JAFFREY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

**Date:** December 19, 2019

**Time:** 1:30 pm

**Chairs:** Lou Casagrande and Patricia MacIsaac

Present: Lou Casagrande (LC), Pat MacIsaac (PM), Suzanne Mieso (SM), Ann Marie Furnival (AF), Emily Carr (EC), Travis Shattuck (TS) (alternate)

Library Director: Julie Perrin (JP)

Guest: Bryan Sanford of Charter Trust

Members of the Public: Grace Flesher

***Meetings are open to the public except as allowed under RSA 91-A:3.***

Item	Motion	Vote
Call to order at 1:33 pm by MacIsaac		
<b>Charter Trust</b> – Investment Review by Bryan Sanford included a presentation on the state of the markets. He answered questions from Board members on the asset mix and investment strategy, including reference to the investment policy previously signed by the Board. Casagrande asked Sanford's opinion on the trustees' 3% Drawdown policy, to support library operating expenses given a reasonable return expectation of 7%, which was the average rate of return of the last fifteen years. Sanford explained the different strategies used by towns and libraries.		
<b>Approval of Public Minutes 11/19/19</b>	LC/SM	5:0
<b>Approval of Public Minutes 12/03/19</b>	LC/EC	5:0
<b>Approval of Non-Public Minutes 12/03/19</b>	EC/PM	5:0
<b>Approval of Public Minutes 12/09/19</b>	PM/AF	5:0
<b>Approval of Non-Public Minutes 12/09/19</b>	AF/LC	5:0
<b>Board Reports (Submitted in advance)</b>		
<b>Treasurer's Report</b> - Accepted Mieso reported on the checkbook balances and a recent donation.	LC/AF	5:0
<b>Corresponding Secretary (Submitted in advance)</b> – Carr reported on the many gifts this month in support of library programming.		
<b>Library Director's report (Submitted in advance)</b> There was no discussion of Perrin's report. Perrin reported on new information regarding the health care plan changes for town employees and their impact on the library employees. This discussion		

Item	Motion	Vote
<p>was a follow-up to the letter she presented to the Board at the October 25 meeting regarding the concerns of library employees with regards to this employment benefit. Concerns included cost, privacy, health care decisions, the tie-in with the COLA, and the fact Trustees have not been included in the negotiations or discussions with the Town. Perrin asked the Board to support their employees by addressing the matter with the Town.</p> <p><b>Motion:</b> Casagrande made a motion and Mieso seconded that the Board of Trustees send a letter to the Select Board regarding impending health care changes and ask to be advised directly of the actual costs and impact on library employees.</p> <p><b>Action:</b> Furnival will draft a letter which will be reviewed by Casagrande.</p>	LC/SM	5:0
<p><b>Old Business: Budget Status</b></p> <p>Perrin reported that the Town Manager indicated that he did not plan to make any bottom line changes to the Trustees' requested budget, but advised Perrin that the Trustees should be prepared to defend their request to the Budget Committee.</p> <p>Casagrande indicated that he was preparing a draft of the annual report and the budget presentation by the Board for the Jan. 14 Budget hearing. He also indicated the importance of expressing the Trustees' commitment to raise outside financial support for the library in the coming years.</p> <p>Perrin shared the infographic she made on library stats highlights for 2019.</p> <p><b>Perrin requested guidance on how the Board wished to proceed with 2020 Budget decisions made by the Board previously before the decisions for town funding, since the Trustees have committed to funding some library operating expenses.</b></p>	LC/PM	5:0
<p><b>Motion:</b> Casagrande made a motion and MacIsaac seconded for Perrin to proceed with the new cleaning contract with McGurty Maintenance and to forward the 2020 bills directly to the Trustee treasurer.</p> <p><b>There was a consensus of the board to review the other 2020 budget decisions at the January 21 meeting, after their presentation to the Budget Committee on Jan. 14.</b></p>		
<p><b>Continuing Business : Governance</b></p> <p>Grace Flesher, a member of the public, indicated that she was interested in serving as an alternate trustee on the board, after reading the minutes of the meetings. She also expressed an interest in running for a voting position at the next election. She further introduced herself and offered the board the opportunity to learn more about her experience.</p>		
<p><b>Request for nonpublic session at 3:10</b> by Casagrande to discuss Flesher's request and review other possible candidates for the library Board of Trustees.</p>	LC/SM	5:0
<p>Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II (c)</p>		
<p>Roll Call vote to enter nonpublic session</p>		
yes Lou Casagrande	Roll Call	
yes Suzanne Mieso		
yes Patricia MacIsaac		
yes Ann Marie Furnival		
yes Emily Carr		

Item	Motion	Vote
Roll Call vote to exit nonpublic session at 3:41 pm and seal the minutes per RSA 91-A:3, III		
yes Lou Casagrande		
yes Suzanne Mieso		
yes Patricia MacIsaac		
yes Ann Marie Furnival		
yes Emily Carr		
<b>Alternate Trustee position :</b>		
<b>Motion:</b> MacIsaac made a motion and Mieso seconded to accept Flesher's offer to be an alternate and offer her a position on the Board.	PM/SM	5:0
<b>Action:</b> MacIsaac will contact Flesher and advise her of procedures required at the Town Office for her appointment.		
<b>Continuing business: Strategic Plan</b>		
Discussion of Mission, Vision and Work Plan objectives is tabled until the January 21 meeting.		
<b>New Business:</b>		
<b>Annual report deadline</b>		
Perrin shared the memo from Judy Zola and MacIsaac reported on her conversation with Zola.		
Adjournment at 3:45 pm		
Next Meeting scheduled January 21, 2019 at 1:30 pm	LC/EC	5:0
These minutes recorded by Julie Perrin		