

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

Date October 18, 2023

Time 10:00 am

Chair John Stone

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

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

10:00 am JS

Approval of Minutes

Public Meeting Minutes – September 18, 2023

Motion to approve as presented. DW/JH

Motion passes 5:0

Public Meeting Minutes – September 20, 2023

Motion to approve as presented. DW/GF

Motion passes 5:0

Public Meeting Minutes – October 11, 2023

Motion to approve as presented. DW/JH

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Abstain

Emily Carr Abstain

Motion passes 3:0:2

Non-Public Meeting Minutes – August 16, 2023

Motion to approve as presented. DW/JH

Roll Call

John Stone Aye

Jaime Hutchinson	Aye
Deb Weissman	Aye
Grace Flesher	Aye
Emily Carr	Abstain

Motion passes 4:0:1

Non-Public Meeting Minutes – October 11, 2023

Motion to approve as presented. DW/JH

Roll Call

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

Motion passes 3:0:2

Corresponding Secretary's Report

As submitted

Thank you to Emily for continuing to do a great job.

Treasurer's Report

Motion to approve as presented. JH/EC

Motion passes 5:0

Deb received an *Investment Objective Form* from Bar Harbor Trust to be returned at her earliest convenience. The BOT reviewed our current investment policy guidelines. Our current investment objective matches our investment policy guidelines. Deb will return the form to Bar Harbor Trust indicating that we will continue with the same investment objective.

Motion to accept and expend the following donations/grant funds: DW/EC

NH Humanities - Big Read	\$250
NH Humanities - To Go	\$300
Kevin Sterling	\$100

Motion passes 5:0

Director's Report

as submitted

NH Preservation Alliance Update. They are anticipating that we will find out on Friday if the JPL will be listed on the National Register of Historic Places.

This will make the JPL eligible for preservation grants.

Grace suggested that when we make this announcement we might consider a fundraising campaign tied to our new trust funds. This will need to be a Board effort.

John has been doing research on professional fundraisers and grant writers as the BOT tries to make fundraising a bigger priority.

Julie informed the BOT that two staff members will be graduating from college in December. Joe will be receiving his Associate's Degree and Bailey will be receiving her Bachelor's Degree. The library was the first job for the both of them. They are now both full time employees and have continued to work at the library while going to school. The BOT will find a way to recognize/celebrate them both for this wonderful accomplishment.

January 6 is the Budget Committee Meeting at the Jaffrey Fire Department.

January 12 the Annual Reports are due.

January 24 to February 2 are the first and last day for candidates to file declarations. Jaime, Grace, and Emily have terms that are up in 2024.

February 10 is the Budget Public Hearing at JFD at 9:00 a.m.

Old Business

Director's Performance Review - The Trustees each signed the review. It will be filed in Julie's personnel file. Julie's merit raise will take effect December 15.

Consortium Update - The new library director in Marlborough is looking into switching to Apollo and is interested in sharing resources.

Ingalls Memorial Library in Rindge doesn't currently use Apollo but the director is not opposed to switching to the Apollo system. Their Library BOT is interested in sharing resources.

New Business

Farmer's Market 2024 - This past season was the first time that TEAM Jaffrey Farmer's Market was held on the library lawn. Tarah Castiglioni, Director of TEAM Jaffrey, wrote a letter to the JPL BOT thanking them for supporting the Farmer's Market and stating many of its successes. This season's Farmer's Market had an estimated 2,625 visitors and 15 vendors, which was a huge improvement from the previous year. The library also offered an indoor rain venue for the Farmer's Market.

Julie agrees that the partnership was a success. However, providing the library as an indoor rain venue proved to be challenging in a few ways. There was an added cost in maintenance and cleaning; Julie had to adjust or cancel some Friday afternoon programming to free up the space for the Farmer's Market; and having the space used on Friday afternoon prevented library staff from setting up for Saturday programs. At times there were also issues with Farmer's Market vendors parking in the library driveway and this space needs to be available for library patrons.

Julie and the BOT agreed to support TEAM Jaffrey's Farmer's Market for the 2024 season by

allowing the Farmer's Market to take place on the library lawn. However, the library will not be available as an indoor rain venue.

The BOT directed Julie to create an M.O.U. for TEAM Jaffrey Farmer's Market to be reviewed at the next meeting.

Budget 2024 Discussion

The budget presented by Julie does not have a full time programming librarian position. We will stick to the staff we currently have. The part time programming librarian position builds in 7 hours per week (44 weeks) and full time for 8 weeks during the summer. This averages to be 12 hours per week. This is a non benefited position.

Jon Frederick indicated that the town is looking for a 3% budget increase across the board.

In order to make this happen, Julie suggested that some things need to be added back into the town budget that had been previously taken out. Julie shared the building repairs/maintenance line has been static but we cannot maintain this anymore. Many repairs are needed in the library and routine maintenance prices have increased. Electronic resources have also greatly increased in price which has an effect on the Print and Digital Collection line item.

Grace enthusiastically supported the budget presented by Julie.

She also suggested that the regular landscaping of the library lawn, which the BOT has been paying for in recent years, should be given back to the town. It is not sustainable for the BOT to pay for this any longer causing us to outspend the available income from our Trust Funds.

There were some questions about the JPL newsletter and how people receive the information. Julie explained that it is shared on the website and FaceBook page and it is emailed to 1,000 subscribers. In order to receive the email newsletter people must sign up for it.

Motion that the BOT approve the budget as presented which assumes a 3% COLA.

GF/DW

Motion passes 5:0.

Motion that we notify the town that the BOT is no longer able to pay for the lawn maintenance out of trust funds. GF/DW

Motion passes 5:0.

Meeting concluded at 11:51 a.m.

Motion to adjourn. EC/GF

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.