

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

Date November 15, 2023

Time 10:00 am

Chair John Stone

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

10:04 am JS

Approval of Minutes

Public Meeting Minutes – October 18, 2023

Motion to approve as presented. GF/DW

Motion passes 5:0

Corresponding Secretary's Report

As submitted

Trustees expressed appreciation for all of Emily's hard work.

Treasurer's Report

Motion to approve as presented. GF/EC

Motion passes 5:0

The Trustees expressed deep concern over the loss of value in the Trust Funds.

Motion to accept and expend the following donation/grant funds: GF/EC

Kevin and Nancy Sterling \$125

Motion passes 5:0

Director's Report

As submitted

Update on the graduation timeline of the library staff who are currently attending college. Joe Dugan will complete his associate's degree in spring of 2024.

Bailey Bernier will complete her bachelor's degree in December 2023.

The Trustees will plan a way to celebrate the accomplishments of Joe and Bailey as well as show appreciation to all of the library staff who have supported Joe and Bailey throughout their college career.

Julie has tried to schedule and take all of her vacation time this year. However, it has been challenging because the library is short-staffed.

Motion to pay out of the Salary Line , to Julie Perrin, any unused vacation time that is ineligible for carry over at the end of the year. GF/DW
Motion passes 5:0

Jim Draper expressed the importance of staff taking their vacation time.

The Trustees discussed the possibility of closing the library for a week to allow for staff to use a week of their vacation time. Julie will survey the staff to determine their preferences.

The Town of Jaffrey policy allows much more carryover of vacation time than Julie's contract. Julie provided an example of one employee who is allowed a significant higher carryover per town policy than Julie is allowed at 160 hours.

Staff Meeting/Development Days

Julie shared that the Nashua Public Library is closed every Friday to allow for staff meetings and staff development.

Julie doesn't currently have enough time for trainings and staff meetings while the library is open. Programming and patron needs take priority. The library doesn't have programming on the 4th Friday of the month so Julie suggested two options. Either the library close for the day or just for the morning to allow for staff meetings, staff development, and/or staff work days. The Trustees were in full support of this idea.

Motion to authorize Julie to close the library for a full day on the 4th Friday of each month, beginning January 2024, for staff meetings and staff development. JS/GF
Motion passes 5:0.

Winter Hours

Last winter the library had winter hours for the months of January, February, and March. This meant that the library closed at 5:30 pm instead of 7:00 pm on Wednesdays. This left just Tuesday evening that the library remained open until 7:00 pm. This helped to save electricity and heat and was determined based on usage by patrons on dark winter nights..

Motion to close the library on Wednesdays at 5:30 pm during the winter months of January, February, and March. DW/GF

Motion passes 5:0

Non-union Wage Scale

The library employees do not fit correctly into the current Town of Jaffrey non-union wage scale. The Library trustees have responsibility to determine all library wages per NH RSA 202-A:11

Julie had the following suggestions based on current wages and recent wage surveys of library workers.

- P/T Library Assistant - Currently listed in Category 3. Julie suggests they remain here.
- F/T Library Assistant/Cataloguer - These positions are not currently listed on the non-union wage scale. Julie suggests Category 4.
- Circulation Supervisor - This position is not on the current scale. After discussing the responsibilities and current rate of pay, the Trustees and Julie agreed that this position should be in Category 7
- Children's Librarian - Julie suggests changing the title to Youth/Programming Librarian. It should remain in Category 11.
- Assistant Library Director - Category 13.
- Library Director - Move from Category 15 to Category 19.

Julie will ask the Town Manager to make the necessary changes to have the Town of Jaffrey place the library positions on the non-union wage scale as discussed.

Motion to update the non-union wage scale according to the categories listed above.

GF/EC

Motion passes 5:0.

Budget 2024 Update

Julie met with Jon Frederick about the budget and he did not express any concerns or issues.

He discussed library projects identified under former CIPs including a generator that could be utilized if the library needed to provide services during an emergency.

He asked for quotes from Monadnock Security for the burglary part of the security system, reviewed walkways with trip hazards, and look at the conduit for the fiber entering the building. The conduit is collapsed and needs to be repaired so the fiber can be put through. It is not currently safe and secure.

Old Business

The Trustees reviewed the Farmer's Market MOU presented by Julie.

Motion to accept the MOU between Jaffrey Public Library and TEAM Jaffrey Farmer's Market. GF/EC Julie will forward to TEAM Jaffrey for their approval.
Motion passes 5:0.

New Business

Motion to request \$960 from the Trustee of the Trust Funds to be taken from the Amos Fortune Fund to pay for the software that runs the Amos Fortune kiosk on the 3rd Floor.
GF/EC
Motion passes 5:0.

Preservation Project Priorities

Julie asked the Trustees if they would like to pursue the LCHIP or Moose plate grants.

Grace suggested that the Trustees review the preservation projects and bring suggestions to the next meeting. She suggests that we identify 1 or 2 items.

Julie will resend the preservation project priorities and moose plate information to the Trustees.

Julie recently spoke at the Jaffrey Woman's Club. They were very excited about the listing on the National Register of Historic Places.

Grace would like to explore changing the library name to Clay Memorial Library because that is how it is listed on the National Register of Historic Places. Not everyone agrees with the name change. Some feel that we would lose our identity. The library was only called the Clay Memorial Library for a couple of years before the name was changed to Jaffrey Public Library. However, the front of the library does say Clay Library.

Another possibility suggested was to be called the Jaffrey Public Library in the Clay Memorial Library Building.

National Register Plaque

There is a foundation that gives grants for national register signage. We could get a plaque on the building or standing plaque or a sign by the road with a plaque built in. There are many options. Julie suggested that the Trustees review the different links sent from NPS to see the many options.

Fundraising

Julie and the Trustees discussed the possibility of creating a Foundation for the Jaffrey Public Library. Its purpose would be to fund the new Trust Funds: the Clay Library Fund and the Jaffrey Public Library Future Fund.

The libraries in Rindge and Peterborough both have Foundations.

Grace said that we need to organize for fundraising and if creating a Foundation is the way to do it then she is in full support. Grace has a fundraising background and sees that we have a unique opportunity with the listing on the National Register of Historic Places. We need to start fundraising.

Deb said that she would support the idea of a Foundation. John and Jim agreed. Emily was very enthusiastic about this idea and said that she would like to be part of a committee to get this started.

The purpose of the Foundation would need to be clearly defined.

John asked Julie if she could get information from the Rindge and Peterborough libraries about their Foundations. We will put this on next month's agenda and consider taking steps toward starting a Foundation.

Meeting concluded at 11:51 am.

Motion to adjourn. GF/EC

Motion passes 5:0.

These minutes were recorded by Jaime Hutchinson.