

Jaffrey Public Library Board of Trustees

Meeting Minutes

Date 3/20/24
Time 10:00 am
Chair John Stone

Present: Emily Carr, Jim Draper, Judith Goff, (Alternate), Grace Flesher, Julie Perrin, John Stone, 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

10:00 am JS

No members of the public were present

Public Hearing

Purpose: To accept and expend grant funds from the American Library Association in the amount of \$ 20,000 for the Libraries Transforming Communities Accessible Small and Rural Libraries grant program.

Motion by GF/DW To accept and expend grant funds from the American Library Association in the amount of \$ 20,000 for the Libraries Transforming Communities Accessible Small and Rural Libraries grant program.

Motion passes 5:0

The Library Board expressed their thanks to the Director for securing yet another grant.

Board of Trustees Appointments

Chair:

GF and JS put their names forward.

Motion by EC/GF to elect Grace Flesher as Chair

Motion Passes: 5:0

Treasurer:

Motion by JD/EC to elect Deb Weissman as Treasurer

Motion Passes: 5:0

Deb was elected to continue serving as Treasurer. She mentioned that she would like to continue to serve on the Board but not as Treasurer after our next annual officer elections.

Secretary:

Motion by GF/EC to elect Jim Draper as Secretary

Motion Passes: 5:0

Julie reminded all Board members of the NH right to know laws and other rules and regulations stated in the NHLTA Board Handbook. She advised all Board members to review this guide.

Board Reports

Approval of Minutes

Motion by DW/JS to approve 2/21/24 public meeting minutes as presented.

Motion passes: 5:0

Corresponding Secretary's Report

The Board would again like to thank Emily for her work.

Treasurer's Report

Motion by JS/JD to approve Treasurer's report as presented.

Motion passes: 5:0

Accept and expend donations/grant funds

Motion by JD/EC to accept and expend the following grants and donations:

1. \$1,000 anonymous donation via Fidelity (unrestricted)
2. \$125 Kevin Sterling (collection)
3. \$250 Olivo Family (unrestricted)

Motion passes: 5:0

Director's Report:

The Trustees thanked Julie for her report and noted how busy the Library has been this year.

Old Business:

Julie discussed the need and advantages of the employee development/training day the fourth Friday of every month. She stated that sometimes this date does not work for each month.

Motion by: JD/EC to authorize the Library Director to schedule these important development/training sessions on the days that work best for the library, the Director, and her staff

Motion passes: 5:0

Tutoring Policy: Due to recent issues with tutors in the library not following staff direction or the Code of Conduct policy while tutoring in the library space, Julie provided the Board with Tutoring Policy language from other Libraries for our review prior to our meeting today, and provided them with a draft policy for their consideration.

Motion by: JD/EC to accept the Tutoring policy as presented.

Motion passes: 5:0

Moose Plate Grant Intent: We must file a letter of intent soon and then complete a formal application by 6/21/24 to be considered for funding. We are seeking this grant to restore a number of windows in the library. We will know more specifics about the number of windows and associated costs when we receive more detailed quotes for the project.

Motion by: JD/ DW to authorize the Library Director to file a letter of intent for this grant while continuing to seek more detailed pricing.

Motion passes: 5:0

Old Business

National register plaque – The plaque is here and will be installed soon. John volunteered to coordinate a town wide dedication event. Emily volunteered to work with John on this. It will tentatively be scheduled for 6/29/24 following the Summer Learning Kickoff Monadnock Falconry program at 11AM. More details to follow:

Friends meeting – Julie attended the Friends meeting. Trustees were unable to attend.

Foundation – on hold.

Grace and Judith will work on planned giving strategies and report back to the Board.

Grant Writing

Motion by DW/EC to authorize Grace to contact Katherine Heck to seek information on potential grant writers.

Motion passes: 5:0

Alternate Trustee positions – The Board will contact and invite potential members to attend future meetings.

Chamber Annual Meeting for Award – Jim, Emily and Grace will attend. Former Trustee Jaime Hutchinson also plans to attend.

New Business

It is the desire of the Trustees to work collaboratively with the Budget Committee and Town Manager on our future financial needs and how we can best address them. In particular, it is hoped that we can meet with the Budget Committee and Town Manager and discuss our need for an additional full time, benefited position.

Motion by: JD/JS to authorize Grace to contact the Budget Committee Chair and Town Manager and request a meeting.

Motion: Motion passes 5:0

Motion by. DW/EC to adjourn the meeting at 12:15PM

Motion passes: 5:0

These minutes were recorded by Jim Draper