

Jaffrey Public Library Board of Trustees Meeting Minutes

Date April 14, 2020

Time 3:00pm

Chair Open

Present Emily Carr, Grace Flesher, John Stone, Deb Weissman, Julie Perrin (Library Director)

Absent

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

3:00pm JP

On behalf of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 411 766 033 and password 342569, or by clicking on the following website address: <https://zoom.us/j/411766033> and entering password 342569.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the websites of the Jaffrey Public Library at www.jaffreypubliclibrary.org, and Town of Jaffrey at <https://www.townofjaffrey.com>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email jperrin@townofjaffrey.com.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call

Julie Perrin	No other person in the room
Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room
Emily Carr	No other person in the room

Orientation Review

Orientation materials, including documents and a video, were provided to all Trustees. No questions at this time.

Selection of Officers

Nomination of John Stone as Chair

Moved GF / DW

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

Motion carries 4:0

Transfer of the Meeting to the Chair

Nomination of Grace Flesher as Treasurer

Moved EC / DW

Motion Withdrawn

Nomination of Deb Weissman as Treasurer

Moved GF / EC

Discussion: Deb asks about activities of the position; Julie provides an overview.

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

Motion carries 4:0

Nomination of Grace Flesher as Recording Secretary

Moved EC / DW

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Motion to remove Pat MacIsaac and Suzanne Mieso as signers on all JPL bank accounts at TD Bank and add Deb Weissman and John Stone as signers on same. One signature required on all accounts. Letter to be prepared by Recording Secretary. Additional letter to be prepared advising Charter Trust of the change of Treasurer.

Moved DW / EC

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Resignation of Ann Marie Furnival as Trustee

The Board was notified by Ann Marie Furnival, via email, on March 23, 2020 that she was resigning as Trustee. Grace Flesher, as Acting Recording Secretary, forwarded the email to Julie who, in turn, notified the Town Clerk and Town Manager of the resignation and subsequent vacancy.

The resignation is hereby recorded in the Minutes.

Consideration of Alternates

Julie reports that Travis Shattuck is willing to serve as an Alternate. Travis would prefer to be relieved of this duty so this appointment, if made, should be considered interim. Julie also reports that Eric Fleck, a former Trustee, may be interested in joining the Board as an alternate.

Julie will forward contact information for both Travis Shattuck and Eric Fleck to John and he will make contact with both potential candidates.

Approval of Minutes

2/18/2020 Regular Meeting

Motion to approve as presented EC / GF

Roll Call

Grace Flesher AYE

John Stone Abstain

Deb Weissman Abstain

Emily Carr AYE

Motion carries 2:0:2

3/6/2020 Regular Meeting

Motion to approve as amended (spelling of Deb Weissman's name). GF / DW

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr Abstain

Motion carries 3:0:1

Treasurer's Report

As distributed

Motion to approve as presented GF / EC

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Corresponding Secretary

As distributed. No motion necessary. Trustees thank Emily for her work and note the importance of both staying connected with donors, and thanking them.

Library Director

As distributed. Trustees thank Julie for her thorough and comprehensive report.

Old Business

Julie provides a recap of the concerns of the benefited staff regarding a change in health coverage.

The Board does not favor the change of insurance for Library employees.

Discussion of RSA 202-A:11 v

The Board is concerned that the Town has overstepped their authority. The Board of Trustees is the employer of all Library employees. Compensation, including benefits, of all library staff is the purview of the Board of Trustees, not the Town of Jaffrey.

Motion for the Chair to send a letter to the Select Board and Town Manager outlining the concerns as discussed, and referencing the RSA. GF / EC

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE
Motion carries 4:0

New Business

Review of Pandemic Policy

The Pandemic Policy is open-ended. We are faced with a lengthy period of service disruption. Many libraries are furloughing employees. Should the option of furloughing staff be added to our policy?

The Board expressed strong support for the Library staff and applauds the work they are doing during this time. The Board notes that our entire programming has been moved online. The response and support of the patrons is evident. It is the hope of the Board that furloughs would not be needed.

Grace notes that amending the policy to allow for furloughs is not the same as undertaking the action. Prudence suggests the policy should allow the Board to act if it became necessary.

Consensus is that we will take no action at this time but will review the situation at each upcoming Board meeting.

Review of Budget Considerations

The budget has not been voted because Town Meeting was postponed.

Decisions of the former Board to increase staffing levels and increase hours of operation to meet patron demand were relatively low-risk at the time they were made.

Consensus to schedule the next Board meeting after the expiration of the Governor's stay-at-home order, but before the tentative date of Town Meeting.

The next Board of Trustees meeting is scheduled for May 5 at 3:00pm

Meeting concluded

4:40pm

Motion to adjourn DW / GF

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

These minutes recorded by Grace Flesher.