

1 Jaffrey Public Library Board of Trustees
2 Meeting Minutes – November 21, 2017
3

4 Present: Francis McBride, Pam Armstrong; Nancy Clapp, Emily Carr, Tammy Cummings, Pat
5 MacIsaac, Travis Shattuck and Julie Perrin, Library Director, and Jon Frederick, Town Manager
6 Absent: Becky Newton

7 The meeting was called to order by Chair McBride at 9:34 am.

8 Jon Frederick Budget Discussion : Town Manager, Jon Frederick discussed the budget presented
9 by Perrin which included the funds to support the staff restructuring by the Trustees, and
10 responded to the budget narrative which indicates phenomenal growth in library usage.
11 Frederick indicated some of the Town's limitations due to outstanding CIPs for the roads and a
12 desire by the Budget Committee not to exceed a 1 % increase. He indicated that he has not
13 really yet considered the departmental requests but plans to share the departmental goals with
14 the budget committee so they have context for budgetary requests.

15 A discussion followed at which time Frederick cited the RSAs which place management of the
16 library firmly outside of his jurisdiction and the town's and in the hands of the Library trustees
17 as the town's elected board to manage the library and its building.

18 **Action:** The Library Trustees will provide Frederick with historical budgets and an itemization of
19 the funds expended on the library building, by the Trustees (and their trust funds) in recent
20 years.

21 Frederick left the meeting at 10:15 am.

22 MacIsaac made a motion and Clapp seconded to approve the budget as presented, **Vote in**
23 **favor 5-0.**

24 Secretary's report: MacIsaac made a motion, and Clapp seconded, to accept the October 12
25 minutes. **Vote in favor: 5-0.**

26 Treasurer's report: MacIsaac reported on the availability of funds in the library checking
27 account, and recent expenditures, including \$8,536.30 for legal expenses related to the lawsuits
28 filed against the library by a former employee. She indicated the deposit to Monadnock
29 Cooling has been paid. She also shared the news of the recent Rierson gift of \$1611.

30 Armstrong made a motion and Clapp seconded, to accept the Treasurer's report. **Vote in favor:**
31 **5-0.**

32 Perrin presented the quote from Goodwin's Locksmithing for \$381.15 for work on interior and
33 exterior doors. Clapp made a motion and Carr seconded to accept the quote from Goodwin's

Locksmithing and authorize Perrin to contact Goodwin and schedule the work, and to pay the invoice when presented. **Vote in favor: 5 – 0.**

Action: Perrin will schedule the work with Goodwin Locksmithing.

Library Director's report: Perrin's written report had been distributed in advance of the meeting. The board expressed their hearty approval of the growth at the library and appreciated the data presented.

Old Business: McBride reported on the following

- a. Disability insurance for Julie, Andrea, and Alyson now effective as of November 1.
- b. HVAC project – Perrin provided an update of the project's progress.
- c. Electrical upgrade - Grace Electric is scheduled to start the LED conversion on December 7, with 7 fixtures on the main floor and 2 in the top floor history room.
- d. Big Shift committee – the committee will plan to reconvene in January after the holidays.
- e. Cleaning service – the consensus was to stay with McGurty Maintenance at this time. McGurty has been very accommodating to Perrin during the growth spurt at the library and will be flexible to continue to accommodate changes. Perrin is supplementing the service with cleaning volunteers.
- f. Securing 1st floor doors – See Goodwin vote
- g. Third floor (Tammy's update)
- h. Simons v. Jaffrey Library (special file) – A clerical discussion followed regarding the keeping of related file items. Action: Perrin will add a file lock to the locksmithing work order.

New Business:

- a. Memorandum of Understanding concerning building maintenance – This requires further research.
- b. Appoint corresponding secretary – McBride appointed Emily Carr.
- c. Photo/clippings album – Armstrong and Carr will collaborate on this project.
- d. Bean Room/upstairs furnishings – This will be discussed by the Big Shift committee in January.
- e. Charlie Marvin memorial books Clapp made a motion and Armstrong seconded, to select two books on genealogy be ordered for the collection in memory of Charlie Marvin, not to exceed \$60. McBride will make the selection. **Vote in favor: 5-0.**
- f. Julie's evaluation – Enter nonpublic *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.*

Roll Call Vote to enter NonPublic at 11:53 am:

Fran McBride : Y

Pat MacIsaac: Y

Nancy Clapp: Y

Pam Armstrong: Y

Emily Carr: Y

Public session reconvened at 12:07 pm.

- g. Julie's vacation – **Action:** McBride will contact the Town finance office so that all of
Perrin's unused vacation may be carried over.

Motion to adjourn made by Armstrong, seconded by Carr. The Board voted unanimously to
adjourn at 12:08 pm.

The next meeting of the Board will be held on Tuesday, December 19 at 9:30 am.

These minutes recorded by Julie Perrin, Library Director.