

1 Jaffrey Public Library Board of Trustees
2 Meeting Minutes – December 19, 2017
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4 Present: Francis McBride, Pam Armstrong; Nancy Clapp, Emily Carr, Tammy Cummings, Pat
5 MacIsaac, Travis Shattuck and Julie Perrin, Library Director, and Bryan Sanford and Marcie
6 MacKenzie, representatives from Charter Trust

7 The meeting was called to order by Chair McBride at 9:33 am.

8 Charter Trust Semi-Annual Presentation by Bryan Sanford : Representatives from Charter Trust
9 provided an economic and market review, and a review of the performance of the Library's
10 trust fund investments.

11 Sanford and MacKenzie left the meeting at 9:55 am.

12 Secretary's report: MacIsaac made a motion, and Clapp seconded, to accept the November 21
13 minutes. **Vote in favor: 5-0.**

14 Corresponding Secretary's report: Carr has completed the thank you notes requested, and will
15 get library stationery from Perrin. Perrin will continue to furnish a list via email.

16 Treasurer's report: MacIsaac reported on the library checking account, and recent
17 expenditures. She proposed a review of necessary building upgrades for safety and access.

18 **Action**: Perrin will look through former director files to see what remains as outstanding safety
19 and access items.

20 A brief discussion followed regarding the trustee reporting requirements for the annual report
21 per RSA 202-A:12.

22 Armstrong made a motion and Clapp seconded, to accept the Treasurer's report. **Vote in favor:**
23 **5-0.**

24 Library Director's report: Perrin's written report had been distributed in advance of the
25 meeting. The board discussed the growth of the library and how to meet the high service
26 demand. Perrin reported on the comparative circulation and gate counts between
27 corresponding months in 2016 and 2017, which show a significant increase in usage. The library
28 now routinely has 3,500-4,000 visits each month.

29 Perrin also reported on the creation of an interactive wall in the new children's space. She has
30 been in contact with American Steel, Greenfield, NH, which is providing materials at cost.

Armstrong moved, and Clapp seconded, to authorize Perrin to expend up to \$2,000 from the Mildred Cutter Fund for the costs associated with the construction of an Interactive Magnetic Wall and the associated educational manipulatives for learning engagement. **Vote in favor: 5-0.**

Old Business: McBride reported on the following

- a. Third Floor (Tammy's update) – Cummings reported on the progress of the baseboard work, an offer by a library volunteer to sew curtains, and the need to purchase rest room blinds (still in the donation budget).
- b. Discussion of 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.* Maclsaac made a motion, and Carr seconded to enter nonpublic to discuss Julie's evaluation.

Roll Call Vote to enter NonPublic at 11:12 am:

Fran McBride : Y

Pat Maclsaac: Y

Nancy Clapp: Y

Pam Armstrong: Y

Emily Carr: Y

Public session reconvened at 11:30 am.

- c. HVAC project – McBride provided an update from Monadnock Cooling. Work will commence in earnest in January. Perrin shared that the AARP tax program will be held on the top floor beginning February 1 and has advised Monadnock Cooling in the hope that top floor construction can be completed by then.
- d. Electrical upgrade - Perrin reported Grace Electric will continue the work including the rest of the upgrades, and brighter LED bulbs, as parts are available.
- e. Big Shift committee – the committee will plan to reconvene in January after the holidays.

New Business:

- f. Memorandum of Understanding concerning building maintenance – This discussion is deferred until next month
- g. Bean Room/upstairs furnishings – This will be discussed by the Big Shift committee in January.

65 h. Clapp brought forward a request for a shared board meeting from the Board at the Civic
66 center, to meet with the Trustees and Historical Society. A decision regarding this
67 request was deferred until next month.

68 **Motion to adjourn** made by Carr, seconded by Clapp. The Board voted unanimously to adjourn
69 at 11:56 am.

70 **The next meeting of the Board will be held on Tuesday, January 16 at 9:30 am.**

71 **These minutes recorded by** Julie Perrin, Library Director.

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