

Jaffrey Public Library Board of Trustees
Meeting Minutes – January 16, 2018

Present: Francis McBride, Pam Armstrong, Pat MacIsaac, Travis Shattuck and Julie Perrin, Library Director. Emily Carr arrived at 9:35 am. Tammy Cummings arrived at 9:40 am; Nancy Clapp arrived at 9:45 am. McBride left the meeting at 10:49 am and returned at 11:45 am, during which time MacIsaac chaired the meeting.

The meeting was called to order by Chair McBride at 9:31 am. Alternate Shattuck was appointed by McBride to vote until other members arrived.

Secretary's report: MacIsaac made a motion, and Armstrong seconded, to accept the December 19 minutes. **Vote in favor: 4-0.**

Corresponding Secretary's report: Carr has completed the thank you notes requested.

Treasurer's report: MacIsaac reported on the library checking account, and recent expenditures. She also presented the Treasurer's report for the Town annual report.

Clapp made a motion and Armstrong seconded to approve the final expenditures to Grace Electric for lighting LED upgrade. **Vote in favor: 5-0.**

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

Library Director's report: Perrin's written monthly report, annual report for the Town report, and a memo to the Budget Committee had all been distributed in advance of the meeting. The board discussed the recent tentative approval of the library's budget at the recent Budget Committee hearing.

Perrin presented the idea of naming the new interactive magnetic wall in the Children's area, the Mildred Cutter Creativity Wall, to honor the donor of the Cutter Fund. She also suggested that a plaque could be chosen by the Big Shift subcommittee and paid for by the funds already set aside for the wall.

Carr moved, and Clapp seconded, to name the interactive wall the Mildred Cutter Creativity Wall. **Vote in favor: 5-0.**

Old Business: McBride reported on the following

- 33 a. HVAC project – Perrin provided an update on the work by Monadnock Cooling. She
34 reported that the public has been notified of possible area restrictions during
35 construction via the library newsletter. She also reported that she received permission
36 from Regina at the Civic Center for the crane to park at the back of their parking lot on
37 Tuesday, Jan. 23 for the installation of the outdoor units, weather permitting.
- 38 b. Big Shift Subcommittee – A date was set for their next meeting, Tuesday, January 30 at
39 10 am.
- 40 c. Third Floor (Tammy’s update) – Cummings reported on the progress of the baseboard
41 work and presented an invoice for the paint she purchased for the Ground Floor
42 painting project.
- 43 d. Bean room/Upstairs furnishings – This topic will be discussed by the Big Shift
44 subcommittee.

45 **Roll Call Vote to enter NonPublic at 10:22 am for matters of personnel:**

46 Fran McBride : Y

47 Pat MacIsaac: Y

48 Nancy Clapp: Y

49 Pam Armstrong: Y

50 Emily Carr: Y

51 **Public session reconvened** at 10:48 am.

52 Roll Call vote to seal minutes.

53 Francis McBride yes

54 Pamela Armstrong yes

55 Emily Carr yes

56 Nancy Clapp yes

57 Pat MacIsaac yes

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59 **New Business:**

- 60 e. Memorandum of Understanding concerning building maintenance – This discussion is
61 deferred until after Town meeting
- 62 f. Maintenance position – Alternatives to the cleaning contract were discussed.
- 63 g. Trustees 2018 – A brief discussion of possible candidates for the open trustee position.
- 64 h. Meeting room policy – Perrin presented a draft of a meeting space policy. A discussion
65 followed on the details of the policy. MacIsaac made a motion and Carr seconded to
66 approve the meeting Space policy as amended. **Vote in favor: 5-0.**

68 **Motion to adjourn** made by MacIsaac, seconded by Carr. The Board voted unanimously to
69 adjourn at 11:55 am.

70 **The next meeting of the Board will be held on Tuesday, January 20 at 1:00 pm.**

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

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