

Jaffrey Public Library Board of Trustees  
Meeting Minutes – March 20, 2018

Present: Francis McBride, Pam Armstrong, Pat MacIsaac, Travis Shattuck (alternate), Emily Carr, Tammy Cummings (alternate), and Julie Perrin, Library Director. Cummings left at 2:50 pm.

Absent: Joe Johnson

The meeting was called to order by Chair McBride at 1:36 pm.

Secretary's report: MacIsaac made a motion, and Armstrong seconded, to accept the February 20 minutes. **Vote in favor: 4-0.**

Corresponding Secretary's report: Cummings and McBride asked for notes to be sent to a volunteer and for the Marvin memorial book.

Treasurer's report: MacIsaac reported on the library checking account, fund tracking, and recent expenditures. Perrin clarified the disbursement from the Lloyd donation for the 3D printer cart. MacIsaac was authorized to pay the most recent invoice from Monadnock Cooling and request additional funds be transferred from Charter Trust. Carr made a motion and Armstrong seconded to approve the Treasurer's report. **Vote in favor: 4-0.**

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. Circulation and visits to the library continue to grow, even at what would typically be a quiet time in libraries.

The Board discussed the budget report and noted that we remain on target and slightly below budget. Perrin reported, however, on the multiple building repairs already incurred this year and that they will strain that line item if we suffer more maintenance issues. So far this year, we have had to replace the hot water heater, replace the controller on the boilers, and had an elevator repair. Perrin also expressed concern that the Town Manager reduced our Heating line due to the installation of the new HVAC system, which Perrin wanted to keep at level to offset any new electricity expense with the new system. No conclusion can be drawn on anticipated utility costs until after the system goes online.

Perrin provided an update on recent recommendations and requirements by the Fire Chief to address exit signage on the ground floor and secure the "crypt" storage area, and make required upgrades to emergency lighting in the same area. She presented his recommendations as emailed to her. The board reached consensus for her to get a quote from Grace Electric for the work required and proceed with the necessary work. **Action:** Perrin will pursue the required electrical work.

Perrin reported on the recent Joint Loss Management Committee meeting of the town. The board discusses the issue of the carpeting on the main floor that must be replaced due to rippling and a risk of trip/fall. **Action:** McBride will contact Jon Frederick and Doug Starr to see if they have a copy of the Department of Labor report that cited the carpets and need for an automated handicapped door.

Perrin requested a nonpublic session to discuss a personnel issue.

Motion to enter Nonpublic Session made by MacIsaac, seconded by Carr.

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a)

Roll Call vote to enter nonpublic session

Francis McBride	yes
Pamela Armstrong	yes
Emily Carr	yes
Pat MacIsaac	yes

Entered nonpublic session at 2:25 pm.

Other persons present during nonpublic session:

Julie Perrin, Library Director  
Alternates, Travis Shattuck and Tammy Cummings

Motion to exit Nonpublic Session made by MacIsaac, seconded by Armstrong.

Roll Call vote to exit nonpublic session and seal the minutes:

Francis McBride	yes
Pamela Armstrong	yes
Emily Carr	yes
Pat MacIsaac	yes

Public session reconvened at 2:45 pm.

Carr made a motion and Armstrong seconded to approve Alyson Montgomery's request and reduce her hours from 40 hours/week to 35 hours/week, while retaining her full-time status and full-time benefits. **Action:** Perrin will do the necessary paperwork with the Town.

#### Old Business:

- a. HVAC project – Perrin provided an update on the work by Monadnock Cooling. The system will be charged and turned on Wednesday, March 28 with engineers from the parent company. Grace Electric is finishing up the new panel and electrical work. The

town building inspector and fire chief inspected the project on March 16. We are still waiting for the building inspector to provide setback information to fence the outdoor units. The carpenter will begin the work to close in exposed piping in the interior of the building in the next couple of weeks.

- b. Big Shift Subcommittee – The committee reported on their progress regarding the Bean Room. Paint samples were reviewed. No new meeting date has been set.

New Business:

- c. Trustees 2018 – McBride reported on the meeting time availability of the new trustee, Joe Johnson. Information regarding the NHLTA Spring conference was shared. The New Trustee Orientation workshop with NHLTA is scheduled for Saturday, April 28 from 10 am – 2 pm at the Hooksett Library. The Conference is scheduled for May 14 in Manchester.

The following officers were appointed:

Fran McBride – Chair

Pam Armstrong – Secretary

Pat MacIsaac – Treasurer

**Action:** McBride will send out an email to determine the next meeting date.

**Motion to adjourn** made by Carr, seconded by MacIsaac. The Board voted unanimously to adjourn at 3:22 pm.

**The next meeting of the Board is TBA.**

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