

Jaffrey Public Library Board of Trustees  
Meeting Minutes – May 17, 2018

Present: Francis McBride, Joe Johnson, Lou Casagrande (alternate), Travis Shattuck (alternate), Emily Carr, Tammy Cummings (alternate), and Julie Perrin, Library Director. Cummings left at 10:20 am. Casagrande left at 10:25 am. Johnson left at 10:40 am.

Absent: Pam Armstrong, Pat MacIsaac

The meeting was called to order by Chair McBride at 9 am. McBride designated Cummings and Shattuck as voting members.

McBride welcomed new trustee alternate, Lou Casagrande.

Secretary's report: Carr made a motion, and Johnson seconded, to accept the April 17 minutes.

**Vote in favor: 5-0.**

Treasurer's report: McBride presented MacIsaac's report on the checking account, special funds and the Charter Trust report.

McBride asked about the library audit through the Town. MacIsaac had provided the requested documentation. Perrin indicated the auditors also requested additional information regarding the disbursement of funds for the HVAC project. Perrin provided the invoices to date at the time of the auditors' request, as they want to record it as a capital improvement project.

Johnson made a motion and Cummings seconded to approve the Treasurer's report. **Vote in favor: 5-0.**

Corresponding Secretary's report: Carr reported on a long list of thank you notes sent for donations and in-kind contributions.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. Although the budget continues on target overall, Perrin presented budgetary concerns, as raised at previous sessions with regards to building maintenance issues and utility overruns with the new HVAC system. There was a consensus among the board members that Perrin should not make cuts to services to try to offset these issues, and McBride and Casagrande will discuss the concerns with the Town Manager, once there is more data regarding actual HVAC operation costs. Perrin noted that her original department budget request included \$2,000 in the Heating line, as previously budgeted in 2017, but expected to offset the new operational costs, but those funds were cut in the town manager's version of the 2018 budget.

Perrin requested a nonpublic session to discuss staffing and a patron behavior issue.

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

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a), (b), and (c.)

Roll Call vote to enter nonpublic session

Francis McBride	yes
Joe Johnson	yes
Emily Carr	yes
Tammy Cummings	yes
Travis Shattuck	yes

Entered nonpublic session at 9:42 am.

Other persons present during nonpublic session:

Julie Perrin, Library Director  
Lou Casagrande, Alternate

Motion to exit Nonpublic Session made by Johnson, seconded by Carr.

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

Francis McBride	yes
Joe Johnson	yes
Emily Carr	yes
Tammy Cummings	yes
Travis Shattuck	yes

Public session reconvened at 10:25 am.

**Action:** In response to the board's consensus to ban a disruptive patron for a set period of time, McBride and Perrin will consult with Police Chief Oswalt regarding procedures, in accordance with the library's Code of Conduct policy, and take the necessary steps.

**Action:** Perrin will pursue a second interview with a librarian candidate, in consultation with McBride and Casagrande.

Cummings made a motion and Carr seconded to change the status of Youth Services Librarian, Andrea Connolly from Hourly to Salary, with no change in pay. **Vote in favor: 5-0.** **Action:** Perrin will make the status change from Hourly to Salary for Connolly.

#### Old Business:

- a. HVAC project – **Action:** Carr will pursue quotes/clean-up options for the removal of residual dust from the project.
- b. Liability Insurance for groups using the building during non-operating hours – Shattuck made a motion and Johnson seconded to enforce the existing Meeting Space policy,

77 requiring insurance for outside groups using the library building during non-operating  
78 hours. **Vote in favor: 5-0.**

79 c. NHLTA Spring Conference – Board members reported on the various workshops  
80 attended.

81 d. Automated doors for Lower Level – Perrin reported she is still waiting on a quote.

82 e. After Hours Chamber event – Planning continued for the May 23<sup>rd</sup> event. Cummings  
83 was authorized to spend no more than \$400 for food and supplies.

84  
85 New Business:

86 f. Memorial Day weekend hours – Carr made a motion and Shattuck seconded to close the  
87 library for a full three day weekend, Saturday through Monday, for Memorial day and  
88 Labor day holiday weekends. There will be no additional holiday pay beyond the  
89 Monday (town holiday) pay given to full-time staff. **Vote in favor: 3-0.**

90 **Motion to adjourn** made by Shattuck, seconded by Carr. The Board voted unanimously to  
91 adjourn at 10:53 am.

92 **The next meeting of the Board is Thursday, June 21 at 9 am.**

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