

## **Jaffrey Public Library Board of Trustees Meeting Minutes**

**Date** February 18, 2020  
**Time** 1:30pm  
**Chairs** Pat MacIsaac, Lou Casagrande

**Present** Pat MacIsaac, Emily Carr, Ann Marie Furnival, Suzanne Mieso, Travis Shattuck (alternate), Grace Flesher (alternate), Julie Perrin (Library Director)

**Absent** Lou Casagrande

***Meetings are open to the public except as allowed under RSA 91-A:3.***

*If requested, the meeting may become a non-public session 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.*

### **Call to Order**

1:30pm PM

**Grace Flesher (alternate) voting member due to absence of Lou Casagrande**

### **Approval of Minutes**

1/21/2020 Regular Meeting

**Motion to approve as presented SM / EC 5:0**

### **Treasurer's Report**

As distributed

Treasurer will prepare next report before Town Meeting. Next report should show balances of funds encumbered in 2019 but not yet expended, if applicable.

**Motion to approve as presented GF / PM 5:0**

### **Corresponding Secretary**

As distributed

### **Library Director**

As distributed

- Significant growth in number of library accounts. Even with addition of Sharon residents, the vast majority of growth is Jaffrey residents.
- Plans are underway to display a plaque recognizing the longtime voluntary service of the Johnson family to JPL.

- There is ongoing communication between the Director, Trustees and Jaffrey Historical Society regarding the history floor of JPL.
- Grant applications have been submitted to fund the Seed Library again this year.
- Discussion of needed upgrade to interior doors for fire safety (steel vs wooden) and visibility (glass panels). Personnel from the Town of Jaffrey providing support to the Director in researching options.

**Motion to allocate 2 recent unrestricted donations as follows: \$100.00 to supplement the CLiF Revive grant and \$100.00 to support the annual Halloween Book Giveaway**  
**GF / PM 5:0**

### **Preparation for New Board**

- Updated binders will be needed for all incoming Trustees. Ann Marie Furnival and Grace Flesher will meet with the Director at 11:00am on Friday, March 6, 2020 to (a) create one master binder with all pertinent documents and (b) use the master binder to photocopy and collate binders for distribution to incoming Trustees. Discussion of contents.
- Discussion of Trustee file cabinets and contents. Any non-public minutes and the personnel file of the Director should be stored in a locked cabinet.
- Discussion of keys.
- Travis Shattuck offers to continue as an alternate until the new Board can identify other potential alternates. Shattuck will need to be appointed following Town Meeting.
- Code of Ethics will be included in all binders and new Trustees will be asked to sign.
- Discussion of prior practice of Chair and Director holding one-on-one meeting approximately one week in advance of the monthly Trustees meeting, purpose being to plan the agenda. Current Chair feels it was helpful. Director feels it was not helpful.
- As all Trustee communication is covered by the Right to Know Law, suggested that Trustees create and use a separate email for all library-related matters.
- Ann Marie Furnival will ask Lou Casagrande to make a presentation to the new board on Strategic Planning, especially what has been done so far.
- Following Town Meeting, the Director will contact continuing and incoming Trustees and set a day and time for March board meeting.
- Current Recording Secretary and Treasurer will prepare respective reports for March board meeting. Director will prepare her report. Balance of the meeting will consist of (a) designating Officer roles and (b) an orientation to JPL by the Director.

### **Meeting concluded**

2:50pm

### **Motion to adjourn PM / GF 5:0**

These minutes recorded by Grace Flesher.