

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

Present: Francis McBride, Pam Armstrong, Joe Johnson, Travis Shattuck, Tammy Cummings and Julie Perrin, Library Director.

Absent: Pat MacIsaac, Emily Carr, Lou Casagrande

The meeting was called to order by Chair McBride at 1:35 pm.

McBride welcomes new trustee, Joe Johnson, presented the trustee handbook form NHLTA, and shared the regrets of the members unable to attend. McBride appointed alternates Cummings and Shattuck as voting members for this meeting.

Secretary's report: Shattuck made a motion, and Armstrong seconded, to accept the March 20 minutes. **Vote in favor: 5-0.**

Treasurer's report: MacIsaac left her report for the group to review. Armstrong made a motion and Cummings seconded to approve the Treasurer's report. **Vote in favor: 5-0.**

Corresponding Secretary's report: Nothing to report.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. Her report detailed the growth of the library and the challenges we are facing with a high service demand. She discussed the grant received from the Community Center of Jaffrey for two Summer Learning Assistants to help with summer programming, and the interest at the recent visit to Conant High School.

There was a lengthy conversation regarding planning for the After Hours Chamber event on May 23. **Action:** Cummings will follow up with the group after investigating catering options.

Perrin explained a recent change at the Town Office on benefit costs to one employee.

Old Business:

- a. HVAC project – Perrin advised that she expects to hear from Steve Michaud this week regarding final billing. The board discussed the issue of clean-up for final dust settling, etc.
- b. Maintenance position – The board brought Johnson up to speed on present maintenance issues in the building, and the challenges of the dual need for daily cleaning and handyman services.

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33 New Business:

- 34 a. Liability insurance for groups using the building during non-operating hours – The board
35 held a lively discussion of the pros and cons of using volunteers to maintain
36 security/safety during after hours meetings, for small business meetings without
37 insurance. The merits of helping small groups were weighed against the risks and
38 concerns expressed by Primex. The group remained divided and decided more time was
39 needed to consider the impact of setting a new precedent. Shattuck made a motion and
40 Cummings seconded to table the decision for further discussion at the May meeting.

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

- 42 b. NHLTA Spring Conference in Manchester – registration forms were distributed.
- 43 c. Automated Door for Lower level, Ground floor hallway and gutters – The group reached
44 a consensus to move forward with automating the handicapped entrance to be ADA
45 compliant. The issue of water on the ground floor and that flooring was also discussed.
46 **Action:** Cummings will review earlier Belletete quote for hallway flooring and look at
47 drain possibilities. **Action:** McBride will contact former trustee Minter regarding
48 drainage work done. **Action:** Perrin will get quotes for automated door opener and
49 screens for the gutters.
- 50 d. Fire Chief recommendations – Perrin presented the quote from Grace Electric for \$340
51 to upgrade the emergency lighting/exit signs in the ground floor storage area. There
52 was a consensus to move ahead with the project. **Action:** Perrin will sign the quote and
53 move forward with Grace Electric.

54 **Motion to adjourn** made by Armstrong, seconded by Shattuck. The Board voted unanimously
55 to adjourn at 3:26 pm.

56 **The next meeting of the Board is Thursday, May 17 at 9 am.**

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