

Jaffrey Public Library Board of Trustees
Meeting Minutes – June 21, 2018

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

Guests: Bryan Sanford and Marcie Mackenzie of Charter Trust. Shattuck left at 9:52 am.

Absent: Joe Johnson, Lou Casagrande (alternate)

The meeting was called to order by Chair McBride at 9:08 am. McBride designated Cummings as a voting member.

McBride welcomed Sanford from Charter Trust. (Mackenzie arrived 9:15 am.) The charter trust presentation reviewed the current economic environment and market conditions. Just over half of the expenses incurred in 2017/2018 on building maintenance have been recouped with market gains.

Action: Per Mackenzie's recommendation, MacIsaac, as Treasurer will follow up with the Town of Jaffrey regarding the second quarter disbursement.

Action: MacIsaac will forward Charter Trust reports to Perrin so she can reproduce them in a more readable format.

Secretary's report: Armstrong made a motion, and Carr seconded, to accept the May 17 minutes. **Vote in favor: 5-0.**

Treasurer's report: MacIsaac reported on the checking account and special funds tracking.

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

Corresponding Secretary's report: Carr reported on recent thank you notes sent for donations and in-kind contributions. Perrin provided her with a list of Summer Learning Kickoff sponsors and supporters for the next round of thank you notes.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. She reported on the significant growth that is still taking place, with both circulation and gate counts at levels above last year.

She provided an update on the temporary staffing in place for the summer, before resuming the search for a full-time Access Services librarian position in the fall. The board reached a consensus that Perrin should determine/adjust pay rate as appropriate for the temporary staff relative to the tasks being performed and performance levels, within budgetary constraints.

They also discussed possible alternatives to the Librarian position, to be reevaluated after summer programming.

Perrin announced that the library has been awarded a Rural Libraries grant by the Children's Literacy Foundation for the next school year. The Rural Libraries grant provides \$2,000 in new children's books selected by the librarian for the public library and \$500 in new books for the local elementary school library. It also brings storytelling sessions with CLiF's professional presenters to the library, local school, and childcare centers, and allows each child in attendance to select two new books to keep. The grant program also offers funding for literacy-related initiatives to encourage children and families to come to the library.

Perrin also gave an overview of upcoming building projects as outlined in her written report. Rainflow of Jaffrey will provide a quote for gutter screens on June 22. Flooring options throughout the building were considered. **Action:** Cummings will pursue a second quote for main floor upgrades to address safety and condition of carpet on the main floor.

Old Business:

- a. Automated Door for Ground floor handicapped entrance – MacIsaac made a motion and Carr seconded to approve the quote from Door Concepts for \$1806 and associated electrical costs with Grace Electric, and authorize Perrin to have the project completed.
Vote in favor: 5-0.
- b. Hallway Flooring – The Board reached consensus that after the gutter screens are installed, the hallway on the ground floor will be retiled. Action: Cummings will contact Belletete's to update their 2017 quote for that hallway flooring.
- c. Letter of Trespass – The recent letter of trespass has expired, but there have been no more incidents to date.
- d. Legal Update – Perrin reported that she responded to requests from Primex attorneys.

New Business:

- e. Willa Cather donation – McBride reported that Perrin requested that half of the library's fee to support the October Willa Cather weekend be funded by the Friends, and the other half by the Trustees. The Friends voted to donate \$100. Carr made a motion and MacIsaac seconded to pay the remaining \$100 for the library's donation to the Willa Cather committee. **Vote in favor: 5-0.**
- f. CIP projects – Perrin reported on the Capital Improvement Project requests, in coordination with the Town manager. Details were discussed in her written report. The Board reached consensus on the projects. Perrin will forward the project plans and quote information to the Town.

68 g. Appoint voting members for summer – McBride and Armstrong will be out of the
69 country from July through Mid-September. McBride appointed Cummings as a voting
70 member and Acting Chair during his absence.

71 Date of Next meeting: The Board reached consensus to call a special meeting after the gutter
72 and hall flooring quotes are received. No additional dates were determined, but Perrin was
73 instructed to notify Cummings if she had the need for board authorization or the need for a full
74 meeting.

75 **Motion to adjourn** made by Armstrong, seconded by Carr. The Board voted unanimously to
76 adjourn at 11:30 am.

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