

Jaffrey Public Library Board of Trustees  
Work Session  
Meeting Minutes – July 2, 2018

Present: Francis McBride, Pam Armstrong, Pat MacIsaac, Joe Johnson and Julie Perrin, Library Director.

Absent: Travis Shattuck (alternate), Emily Carr, Tammy Cummings (alternate), Lou Casagrande (alternate)

The work meeting was called to order by Chair McBride at 9:38 am.

Multiple building quotes were reviewed, as discussed at the June meeting.

Armstrong made a motion and Johnson seconded to approve the quote from Rainflow for \$1,309.00 for the installation of gutter screens, to address the water intrusion issues that occur when the gutters back up. This item will be paid with the trustee funds available for building repair. **Vote in favor: 4-0.**

**Action:** Perrin will arrange for the work to begin with Rainflow.

MacIsaac made a motion and Armstrong seconded to purchase four hand-crafted, miniature Clay Libraries to give as special gifts for a total of \$500. **Vote in favor: 4-0.**

**Action:** Carr will be asked to send a thank you note with the check to the artist.

Perrin indicated she was waiting on a quote from Grace Electric for the handicapped door opener work, already approved with Door Concepts. The electrical piece was not covered in the Door Concepts quote. Johnson made a motion and Armstrong seconded to authorize Perrin to approve electrical work needed for the handicapped door installation, not to exceed \$500, without the need for an additional meeting. **Vote in favor: 4-0.**

Perrin presented the quote from Belletetes obtained by Cummings to replace the hallway flooring on the ground floor. She explained that an exact match of the old flooring is not available. The quote represented the entire area of the hallway, but not the rest rooms or staff kitchen, which will not be replaced at this time as they have closed doors. Additionally, the quote did not include extra vinyl baseboard needed in the main room, which will be ordered at the same time. Johnson made a motion, and Armstrong seconded to approve the quote and authorize Cummings to go ahead and have the flooring work and all baseboards completed. **Vote in favor: 4-0.**

34 Date of Next meeting: Johnson suggested a recurring meeting schedule for easier planning.  
35 Tentatively, the board reached consensus to meet on the third Thursday of the month at 4 pm,  
36 for September through December, pending any issues by other board members. Perrin  
37 indicated that the meeting time coincided with Maker Club so any children of trustees could  
38 join that activity in the main library.

39 The next meeting is scheduled for Thursday, September 20 at 4 pm.

40 **Motion to adjourn** made by MacIsaac, seconded by Armstrong. The Board voted unanimously  
41 to adjourn at 10:10 am.

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