

Jeffrey Public Library Trustees' Meeting
April 12, 2017

Present: Pamela Armstrong, Nancy Clapp, Tammy Cummings (arrived 1:54), Pat MacIsaac, Francis McBride, Becky Newton, Travis Shattuck and Julie Perrin, Library Director
Absent: Emily Carr

The meeting was called to order by Chair McBride at 1:13

Reports:

Secretary's Report: The minutes for March 7, 2017 were approved. Pat MacIsaac so moved, Nancy Clapp seconded, all in favor 4:0

Treasurer's Report: Tammy requested clarification of some of the abbreviation codes used in the report. For example F indicates furnishings and E indicates equipment which would include the copier. Pat reported that Stephanie Minter had been informed by Fidelity that the Minter check has been sent. Fran reported on the Town auditors. They have requested all records from December, 2015 through December, 2016 as well as every investment Charter Trust has made in this time span. After Terry Knowles spoke to the auditors they backed off on some of these requests but more recently she spoke to them again and says that we should give them what they are asking for. Fran is trying to get the information from Charter Trust.

The EIN dilemma: we have to use the Town EIN so it doesn't match the IRS database. So Julie's grant application was rejected. Becky suggested we might try using the EIN from the Chamber of Commerce for some things.

Library Director's Report:

Julie brought a number of issues/policies for discussion.

The trustees agreed on patron charges for the new copier. Charges will be \$.20 for black and white per page and for color \$.40 per side. Fran moved, Pat seconded. All in favor 5:0

Julie presented options she had narrowed down for people-counter systems. The options with Traf-Sys were the best she had found and she requested a trustee vote on which option to choose. Travis moved that we consider the \$1,970 option rather than the \$2,080 option. We will be obligated to pay a \$240 annual fee for Traf-Sys to host the system. Fran so moved, Pat, seconded and all in favor 5:0

The trustees then discussed the issue of staff use of town equipment. This issue came to our attention as Julie is trying to enforce town policies as well as attempting to avoid potential liability issues which could arise when staff use the library and library equipment when the library is closed. After much discussion Fran moved that we follow the Town of Jeffrey Policy regarding use of library equipment in non-operating hours, effective immediately.

Pat seconded and all were in favor 5:0

Julie presented a proposal for a Volunteer Policy, plus an application for this position which the Trustees voted to approve. Fran so moved, Travis seconded. All in favor 5:0

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Julie proposed a new, comprehensive collection development policy which Fran proposed we approve, Pat seconded. All in favor 5:0

The Trustees support Julie's attending the L-Chip workshop

There was much discussion of the needed HVAC system. We need air conditioning for so many reasons. We probably will not attempt to pursue the Big Shift until September if we can't get AC this summer. The Children's room is cool and comfortable in the summer. The plan for now is to proceed with turning the main floor workroom into the Children's Lab and an office space for Andrea Connolly, the Children's Librarian, this summer with the addition of window air conditioners.

Update on the Security Proposal: we only have one quote to date from Monadnock Security Systems and it is quite high and probably a bit of overkill. Tammy will look into this further.

Regarding the water intrusion issue at the doorway downstairs, Jon Frederick is monitoring it. Randy Heglin says it's the fault of the drain and thus our responsibility. Much discussion followed as various trustees remembered various things about the situation but we all agreed Stephanie Minter had worked most closely with this issue so Julie will contact her to get some clarification.

The third floor was discussed and, in particular the flooring. Rob Stephenson of the Historical Society would like us to consider the new "authentic" linoleum flooring. Julie had some samples he'd left with her. So, the discussion is that versus the original wood flooring. These issues remain unresolved.

Julie updated us on the website discussion with the town re: Virtual Town and Schools web development. An upgrade for the town would cost \$6,000 for a startup with the annual cost remaining the same. Julie is working with Jon Frederick the new Town Manager on this.

Julie presented a proposal for installation of panic buttons in five places in the library. Pat moved we acquire them and Nancy seconded. All in favor: 5:0

Julie has accepted the Humanities Grant and Pat MacIsaac will write a check for our speaker Mohamed Defaa.

The copy/print monies were given to Pat and she will write a check to cover the Symquest invoice. So far there has been no progress in tracking down information on the Wetherell Fund.

Fran decided we should fund the trustees attending the NHLTA Conference in Concord on May 23d. Pat will send a check to cover this.

As this was our April Meeting it was time to select a new slate of officers.
Fran McBride will remain as Chair
Pat MacIsaac will be Treasurer, and
Nancy Clapp will be Secretary

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Travis moved we accept the new slate and Pat seconded. All in favor 5:0

Our next meeting is scheduled for May 25 at 1:00pm

Respectfully submitted,
Pamela Armstrong, Secretary