

Jaffrey Public Library Board of Trustees
Meeting Minutes – December 18, 2018

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

Guests: Charter Trust representatives Bryan Sanford and Marcie Mackenzie – left at 10:40 am.

The meeting was called to order by Chair McBride at 10:04 am.

McBride welcomed Charter Trust representatives who provided the semi-annual investment review. Sanford reported on the strong start to 2018 and the volatility of recent months. He provided an overview of both domestic and international market conditions. He provided a review of the portfolio and the present allocations, including an explanation of how the portfolio is balanced, past performance, and future indicators. Casagrande and Young asked for the Charter Trust fee schedule, which Sanford explained was delineated in the monthly reports sent to treasurer MacIsaac. Casagrande further discussed reviewing the investment portfolio with eyes on a five year strategic plan.

Charter Trust will return for a review on **Tuesday, June 18 at 10 am.**

Secretary's report: Young made a motion, and Armstrong seconded, to approve the November 15 public meeting minutes. **Vote in favor: 5-0.**

Treasurer's report: MacIsaac reported on the checking account balance and the balance of designated gifts. Perrin requested that the specificity of designated gifts be maintained and carried over year to year, to allow for accurate tracking and reporting. Young made a motion, Carr seconded to accept the Treasurer's report. **Vote in favor: 5-0**

Corresponding Secretary's report: Carr reported on the thank you notes for Mildred's Mittens, and our new custom bench in the Children's area.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting.

The following topics were discussed: high level of patron engagement, statistical reports, outreach, participation in Camp BEST, staffing needs to meet the demands of high library usage and collaboration requests by outside community organizations.

36 Old Business:

- 37 a. 2019 Budget – McBride reported that the trustees did not attend the Select Board
38 discussion on December 17.
- 39 b. Building Issue – Perrin provided a slate roof repair update. The repair was completed by
40 Melanson Roofing. There was a consensus of the board for Perrin to go forward with
41 ceiling repairs in the lobby with Chris Luksha, pending his written quote.
- 42 c. Volunteer Appreciation – Perrin and the board thanked Cummings for her design,
43 purchase and preparation of the volunteer gifts.
- 44 d. Strategic Planning Update – Casagrande and Perrin reported on their meeting to outline
45 the start of the strategic planning process. Perrin explained that she and staff will meet
46 to develop what Casagrande terms a Patron Program matrix, wherein staff will identify
47 the target populations to be served by library programming, and the related needs,
48 challenges, and limitations. Perrin expects to have something to the board by March.
- 49 e. Non-resident fees, policies, and procedures – Following up on last month’s discussion,
50 the board reevaluated the non-resident fee structure. It had been many years since the
51 fees had been reviewed to ensure that the non-resident fee was equitable for Jaffrey
52 resident taxpayers. McBride presented the fee structures of other New Hampshire
53 libraries. A discussion followed of our high level of service and its value to both resident
54 and nonresidents. Perrin advocated for stable pricing for non-resident seniors (age
55 65+). Perrin also discussed the challenges of User-Record Confidentiality when past
56 practices allowed family cards. The consensus of the board was that a change was
57 required
- 58 Young made a motion and Armstrong seconded to institute the following non-resident
59 fee structure to take effect in 2019, at time of new membership or renewal date: Non-
60 resident household: \$75; Non-resident individual: \$60; Non-resident Senior(65+): \$30.
- 61 **Vote in favor: 5-0.**
- 62 **Action item:** Perrin will create appropriate signage and make updates to the website
63 and circulation policies to reflect this change. She will also be responsible to explain to
64 patron and staff that the reason for the change is to make the non-resident fees more
65 equitable to Jaffrey taxpayers.

66 New Business:

- 67 a. Julie’s vacation hours: Young made a motion and Carr seconded to approve Perrin
68 carrying over all of her remaining vacation hours into 2019. **Vote in favor: 5-0**
- 69 b. Permaculture Learning Space – Perrin presented the design plan suggested by Aaron
70 Abitz of Katsura Landscaping for an Outdoor Learning Garden at the library. **Action item:**
71 A committee will be formed to meet with Abitz, discuss goals and scope, and future

72 sustainability. Casagrande will arrange the discussion to include a member of the
73 Conservation Commission.

74 **Motion to adjourn** made by Young, seconded by Carr. The Board voted unanimously to
75 adjourn at 12:32 pm.

76 **The next meeting of the Board is Tuesday, January 15 at 10 am.**

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

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