

Jaffrey Public Library Board of Trustees
Meeting Minutes – March 19, 2019

Present: Emily Carr, Pat MacIsaac, Ann Marie Furnival, Eric Fleck, Travis Shattuck (alternate), and Julie Perrin, Library Director.

Member of the public: Francis McBride, Suzanne Mieso (to-be alternate)

Absent: Pam Armstrong, Lou Casagrande (alternate)

Shattuck left the meeting at 11 am.

Mieso left the meeting at Noon.

The meeting was called to order by Pat MacIsaac at 10:01 am.

MacIsaac indicated that she would assume the Chair position, and began introductions of herself and others present at the meeting, for the benefit of new members.

Furnival and Fleck indicated that they would like to be put on the emergency contact list for the library since they both live closer than Perrin. **Action:** Perrin will notify Monadnock Security and the Police and Fire chiefs.

All Board members were presented with new binders containing relevant information in regards to the library, the trustee handbook, relevant laws, policies, and staff and building information.

Alternate Trustees: MacIsaac made a motion and Fleck seconded to appoint Travis Shattuck and Suzanne Mieso as alternates for 2019. **Vote in favor: 4-0. Action:** MacIsaac will notify the Town as required. Shattuck and Mieso will report to the Town Clerk to be sworn in. MacIsaac said she had been in contact with Casagrande who will likely return as an Alternate, but has been away. He will return for the May meeting.

Secretary's report: Carr made a motion, and MacIsaac seconded, to approve the February 19 public meeting minutes. **Vote in favor: 3-0.**

Perrin explained why she has been doing the minutes instead of a Trustee board member, but indicated that she would appreciate it if a board member or hired minute taker could assume the role again soon so as to remove it from her workload as Library Director. Fleck acknowledged that it also makes it difficult for Perrin to participate fully in the meeting when she is also required to take minutes.

Corresponding Secretary's report: Carr reported on the thank you notes for recent donations.

Treasurer's report: MacIsaac explained the funds held by the library trustees through Charter Trust, as well as the funds held by the town's Trustee of the Trust Funds. She reported on the

checkbook balance and indicated how she separates the funds held in the checking account according to their designated purpose. At present, former trustee McBride and she are the signatories on the account. There was a consensus that the new Treasurer should be the second signatory with MacIsaac. Fleck made a motion and Furnival seconded to accept the Treasurer's report. **Vote in favor: 4-0**

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

Perrin explained to the new board members about NH RSA 91A Right-to-Know and suggested they may wish to create separate email accounts for library business.

Perrin discussed the high level of patron engagement and staffing challenges. She also discussed the recent grant awards to the library, most notably the Bookapalooza award which was given to only three libraries in the country. As referenced in her report, she asked per MacIsaac's suggestion, if she should use the Print Collection line to pay the Bookapalooza shipping or whether the Cutter Fund could be used as these are materials for children. MacIsaac made a motion and Fleck seconded to use available Trustee funds to pay the shipping costs for the materials to be received for free from the Bookapalooza grant. **Vote in favor: 4-0.**

In regards to the Millipore grant, the funds have been deposited by MacIsaac. Perrin asked how she should pay for the purchases that use the money per the grant requirements, since she does not have access to that account and some purchases will need to be made via credit card. In the past, for smaller purchases, she has used her personal credit account, and been reimbursed, but these purchases are significant and she would like to move away from that practice. A discussion followed and a board consensus reached that the Chair and Treasurer will request a debit card from the bank. **Action:** MacIsaac will arrange for a debit card for trustee account purchases.

Old Business:

- a. Sharon – **Pat MacIsaac signed the contract between the Jaffrey Public Library and the Town of Sharon for Library Services.** Perrin explained the history of the contract and the arrangements for the benefit of board members.
Perrin explained that she was asked to prepare the contract, which she did following other town models and the RSAs to the best of her ability; The Board elected not have it reviewed by legal counsel.
Perrin explained the history behind the contract: When Sharon gave up library services with Peterborough, Perrin met with Town Manager, Jon Frederick to find out the process for offering services in Jaffrey. Because of the practice here that all nonresident fees by individuals are given over to the Town as income, and not kept at the library, she did not want to offer services unless some of the funds could be used to offset the expense of adding new patrons. The Trustees had earlier this year raised the individual

77 nonresident fees in response to the library falling short of the Town's desired income
78 projection. Perrin acted in good faith, suggesting a 1/3 – 2/3 split, and brought the
79 matter to the Trustees. McBride and MacIsaac met with Frederick. They reported back
80 to Perrin that Frederick referred to an RSA that indicated it was all on the Library and
81 did not need to involve the Town. McBride indicated to Perrin that he took that to
82 mean the Library should keep the funds. Perrin and McBride met with the Sharon Select
83 Board, Perrin prepared the contract which the Board reviewed, and Sharon voted to
84 accept.

85 Last week, MacIsaac asked Perrin to discuss the matter with Frederick and confirm that
86 the funds belong to the Library.

87 Perrin provided all board members with a copy of RSA 202A:11 which states, "All money
88 received from fines and payments for lost or damaged books or for the support of a
89 library in another city or town under contract to furnish library service to such town or
90 city, shall be used for general repairs and upgrading, and for the purchase of books,
91 supplies and income-generating equipment, shall be held in a nonlapsing separate fund
92 and shall be in addition to the appropriation;"

93 Perrin explained that in her discussion with Frederick, she told him that while they acted
94 in good faith, that split of the funds may not be in accordance with the law, NH RSA
95 201A:11. Frederick said that his reference to being "on the library" in his discussion
96 with McBride and MacIsaac only referred to the contract, not the funds received.
97 Frederick indicated he still wished to receive at least the income projection for the
98 library, \$1750, out of the Sharon payment.

99 Perrin explained to the Board that she was acting in good faith in her conversations with
100 Frederick but did not know all the points of law. In going forward, she did not want
101 them to act outside of prescribed law, and suggested they consult with legal counsel to
102 know how to proceed with respect to the RSAs, before the funds are received.

103 Furnival indicated she did not think it was appropriate for the Board to ask Perrin to
104 write the contract, enter into a contract without the benefit of counsel or ask Perrin to
105 meet with the Town Manager on a matter that rested with the Trustees.

106 MacIsaac expressed concern over the cost of an attorney.

107 Perrin suggested names in the legal department at of the NH Municipal Association.

108 **Action:** Furnival and Fleck will look at options for an attorney. Perrin will send the signed
109 contract to Sharon.

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- 111 b. Staffing plan update – Since there are new members, Perrin reviewed the powers of the
112 board in regards to hiring and staffing. The Board retains all authority for termination of
113 any library employee. With regards to staff scheduling and restructuring and hiring of
114 part-timers, the Board has granted authority to Perrin in the past to act on those

matters so they occur in a timely fashion. Fleck made a motion and Furnival seconded to reaffirm Julie's authority for staff restructuring, scheduling, adjustments, and hiring within budgetary constraints, as needed. **Vote in favor: 4-0**

- c. Circulation Policy and Mobile HotSpots - Perrin explained the new Mobile Hot Spot lending program to be funded by the Friends of the Library. With the addition of Sharon residents and the lending of these new devices, adjustments need to be made to the Circulation policy. A brief discussion followed. Fleck made a motion and MacIsaac seconded to approve the new circulation policy as proposed. **Vote in favor: 4-0.**

New Business:

- a. Meeting day and time – The meeting of Tuesday, April 23 at 10 am is established due to a scheduled guest. Thereafter, the board will meet monthly on the 3rd Tuesday of the month at 1:30 pm in the Trustee Room of the Library.
- b. Establish Board officers and committees –
- a. Chair – MacIsaac
 - b. Secretary – Perrin agreed to continue to take minutes in the short term but it is the intent of the board to find someone to take on that responsibility. The item will be placed on the May agenda.
 - c. Corresponding Secretary – Carr
 - d. Treasurer – A discussion followed since MacIsaac has been Treasurer but is now acting Chair. New members, Fleck and Furnival, indicated they would like to participate in the Facility Subcommittee and have time to learn more before taking on an officer responsibility. Mieso agreed to work with MacIsaac in the short-term until a Treasurer can be decided. The item will be reviewed on the May agenda.
 - e. Facilities Subcommittee – Fleck and Furnival will work with Perrin to create a list of building and facility issues to be addressed.
 - f. Eco-Learning Garden subcommittee – Casagrande and Youth Services Librarian Connolly are already working on this project. MacIsaac and Carr offered to help if needed. Perrin presented the Board with a written statement by Connolly on her eco-literacy goals for the library.
- c. Retirement of Long-term Volunteers – This item was moved to the May agenda.

Motion to adjourn made by Furnival, seconded by Fleck. The Board voted unanimously to adjourn at 12:14 pm.

The next meeting of the Board is Tuesday, April 23 at 10 am.

These minutes recorded by Julie Perrin, Library Director.