

Jaffrey Public Library Trustee Meeting Minutes  
May 25, 2017

Present: Francis McBride, Pamela Armstrong, Pat MacIsaac, Nancy Clapp, Becky Newton, Emily Carr, Tammy Cummings, Julie Perrin, Library Director.  
Absent: Travis Shattuck

The meeting was called to order by Chair McBride at 1:04 p.m.

Charter Trust made a presentation of the current state of the market and how it is impacting the performance of Library trust funds it holds. They will update us again the first week in October 2017.

**Secretary's Report**

The minutes of the April meeting and the special meeting held May 3 were read and approved.

There was a discussion of paying a person to take and distribute meeting minutes.

**Treasurer's Report**

Reference code were explained for both the new copier and unanticipated grant income, for the purposes of gross budgeting.

Trustees discussed the Wetherell Fund and the Amos Fortune Fund.

The Treasurer's Report was approved 5-0.

**NHLA conference** in Concord: 6 trustees attended and found it informative.

Julie presented at the conference, "Bringing Big Ideas to Small Libraries."

**Director's Report**

The effort to connect with all organizations in town continues, and the library has expanded outreach on many levels.

A possible book challenge was diffused by introducing a patron to our strong Collection Development Policy.

Julie explained it is not reasonable to apply for LCHIP grants this year as there are many prerequisites to apply, including a determination of eligibility best addressed by being listed on the Historic Register. It may be appropriate to apply for future restoration needs. Meanwhile, her recommendation is to pursue an Architectural Historian study, get on the Register, and carefully plan out future restoration of the original building. Those efforts could possibly be

funded by a grant from the NH Preservation Alliance or other sources.

Julie presented a letter to the board explaining the HVAC needs of the building. The search for a donation(s) towards HVAC continues.

Pat Maclsaac made a motion to enter into nonpublic Session at 2:37 in accordance with RSA 91A3, Section 2. Emily Carr seconded the motion. The vote was 5-0 to enter nonpublic.

The nonpublic Session was adjourned at 3:55 p.m. and Pam Armstrong made a motion, Emily Carr seconded, a vote of 5-0 to seal the minutes.

### **Old Business**

Pam Armstrong made a motion, Emily Carr seconded, and the Trustees voted 5-0 the approval of a new job description for a Library Assistant - Technical Services and Programming.

Tammy presented samples of wood flooring and vinyl tiles, as real linoleum is not an option since we do not have climate control on the second floor. Pam Armstrong made a motion, Emily seconded, and Trustees voted 5-0 to install the 16x16 vinyl tiles in the Amos Fortune Room, the bathroom, and the hall by the elevator.

### **New Business**

Emily Carr made a motion, seconded by Pat Maclsaac, and Trustees voted 5-0 to accept Steve's lettering signage update on signs by the doors at a cost of \$310.

Meeting was adjourned at 4:29 p.m.

Respectfully submitted,  
Nancy Clapp, Secretary