

1 Jaffrey Public Library Board of Trustees
2 Meeting Minutes – June 27, 2017
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4 Members present: Francis McBride, Pamela Armstrong, Pat MacIsaac, Nancy Clapp, Becky
5 Newton, Emily Carr (left at 2:35 pm), Travis Shattuck.

6 Members absent: Tammy Cummings

7 Also present: Julie Perrin, Library Director; Stephanie Minter

8 The meeting was called to order by Chair, Francis McBride at 1:13 pm.

9 **Secretary's report:** MacIsaac moved to accept the May 25 minutes. Clapp seconded. Vote 5 – 0
10 to accept the minutes.

11 **Treasurer's report:** McBride reported on a DOJ seminar he attended on 6/21 on trust funds.
12 Topics included the need to review/update our gift acceptance policy and our investment
13 policy. Minter discussed the Prudent Investor Rule from her tenure on the board.

14 McBride and MacIsaac reported on a meeting with Charter Trust regarding clarification on the
15 principal and interest accounts.

16 MacIsaac provided Charter Trust with a copy of the Wetherell Trust documents and reported
17 on her organization project of all the trust documents.

18 MacIsaac reported on an increase in income from Lost and damaged Books, which Perrin
19 attributed to more diligent overdue notification and billing practices.

20 **Action item:** Perrin and MacIsaac will review Gift and Investment Policies for the next meeting.

21 **Action item:** Carr will send a receipt/letter to Nancy Lloyd for her donation, providing her with
22 the Town EIN for tax purposes.

23 **Action item:** MacIsaac will submit request letter to the Trustee of Trust funds requesting trust
24 fund income.

25 Director's report: Perrin reported on the town budget expenditures as off the end of May, with
26 60.82% remaining.

27 Perrin also reported the success of the Summer Reading Kickoff with over 300 attendees, and
28 the community partnerships that contributed to its success. Over 200 people have signed up
29 for summer reading.

30 **Action item:** Newton will contact airport for a scenic Ride for a prize for adults.

31 Perrin also reported a recent donation from WalMart of a 50 inch TV for the library for a
32 program planned by Andrea Connolly, a live talk with the crew of the Exploration vessel
33 Nautilus.

34 Perrin is meeting with Dan from Neatly Done tomorrow. She is authorized to have Dan finish
35 the lower walls by the Children's Room entrance now that the gutter cleanout by Cummings
36 seems to have solved the water problem.

37 Perrin offered up Neatly Done's quote for a commercial dehumidifier for \$1767. Clapp
38 motioned and Armstrong seconded for Perrin to purchase the dehumidifier from Neatly Done.
39 Vote 5 – 0. Perrin will first explore the option for the town to install, and failing that, will pursue
40 a plumber. Dan Wright in Marlborough was recommended as a possible plumber who may also
41 be called on for the bathroom renovation by Minter.

42 **Action item:** *Perrin will purchase the dehumidifier and arrange installation.*

43 Perrin presented quotes from Grace Electric to retrofit the main light fixtures with LEDs to save
44 on electricity.

45 **Action item:** *Perrin will contact Eversource to see if there are any grants or discounts for doing
46 the retrofit and report to the board at the next meeting.*

47 **New Business:**

48 Policy discussion: Scanning issues were discussed in response to issues caused by one patron
49 with excessive scanning, leading to jamming of the machine and tying it up for excessive time.

50 Clapp motioned and Armstrong seconded that we offer scanning of 10 free pages per day, and
51 thereafter charge .05/page in that same day. Vote 5 – 0.

52 **Action item:** *Perrin will print and post the new policy and also post prohibitions on the public
53 opening the machine to clear jams, and necessary restrictions such as removing staples, etc.*

54 Members discussed the recent donation of chairs and tables from St Patrick's. Armstrong
55 motioned and Clapp seconded for the board to match Perrin's \$100 donation to St. Patrick's in
56 recognition for their gift. Vote 4 – 0.

57 **Action item:** *Maclsaac will make the donation to St. Patrick's.*

58 McBride reported on the director contract requirement of disability insurance and the difficulty
59 in acquiring decent pricing. He recently spoke with Tim McCann at Bellows-Nichols Insurance
60 who suggested that it might be cheaper to get disability for both Perrin and Connolly.

61 **Action item:** *Clapp will invite McCann to attend our next meeting to present options for
62 disability insurance for Perrin.*

63 **Old Business:**

64 Members discussed next steps after last night's public hearing. There was consensus with
65 Perrin and the board that no immediate action will be taken to fill the library assistant position
66 to allow the board and Perrin time to re-evaluate staffing. Until the August meeting, Perrin will
67 attempt to fill the empty hours with existing staffing working extra hours and the use of
68 substitutes, so that proper staffing decisions can be made.

69 Perrin reported that the flooring will be installed Thursday and Friday of this week on the
70 second floor.

71 There was a brief discussion of the HVAC quotes from an earlier meeting.

72 Next meeting: The next meeting will take place on August 22nd at 1 pm. Clapp will serve as
73 Acting Chair during McBride's vacation for the next three months.

74 Clapp motioned to adjourn, MacIsaac seconded. Vote 4-0 to adjourn at 2:55 pm.

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

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