

## **Jaffrey Public Library Board of Trustees Meeting Minutes**

**Date** June 30, 2020  
**Time** 2:00pm  
**Chair** John Stone

**Present** Grace Flesher, John Stone, Deb Weissman, Julie Perrin (Library Director)

**Absent** Emily Carr

### ***Meetings are open to the public except as allowed under RSA 91-A:3.***

*If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.*

### **Call to Order**

2:04pm JS

Read by Julie Perrin:

As a Representative of the Chair of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 821 3116 8932 and password 973651, or by clicking on the following website address:

<https://us02web.zoom.us/j/82131168932> and entering password 973651.

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Jaffrey Public Library at [www.jaffreypubliclibrary.org](http://www.jaffreypubliclibrary.org)

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please email [jperrin@townofjaffrey.com](mailto:jperrin@townofjaffrey.com).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### **Roll Call**

Julie Perrin	No other person in the room
Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room

### **Approval of Minutes**

5/27/2020                      Regular Meeting

**Motion to approve as presented DW / GF**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

6/10/2020                      Regular Meeting

**Motion to approve as presented DW / GF**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

5/27/2020                      Non-Public Meeting

**Motion to approve as amended GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

**Meeting concluded 4:37pm**

6/10/2020                      Non-Public Meeting

**Motion to approve as presented DW / GF**

Roll Call

Grace Flesher	AYE
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John Stone                    AYE  
Deb Weissman                AYE

**Motion carries 3:0**

### **Treasurer's Report**

No report today. Will report on May and June at the next meeting.

### **Trustee / Alternate Trustee vacancies**

One Trustee vacancy. Two Alternate Trustee vacancies.

Trustees will spread the word and the vacancies will be publicized through the JPL newsletter and other means.

All interested Jaffrey residents will be encouraged to attend the next meeting, which is scheduled for Tuesday, July 21 at 6:30pm.

The meeting will begin with an overview of the roles and an opportunity for interested residents to interact with current Trustees and the Library Director. Guests will be invited to remain for the regular meeting to see the roles in action.

### **Report from the Chair on status of Capital Improvement Projects (CIP)**

The Library's CIP items were posted on the Select Board agenda in June but were removed without explanation. John contacted the Chair of the Select Board, Frank Sterling to discuss the matter. John provided the following background:

This CIP has been in the works for years, and included input from the Town Manager, Fire Chief, Police Chief and Building Inspector -- to address security concerns on many levels. It was in the CIP plan for 2020. The contractor has worked with us for years on developing the right, cost-effective plan that addresses our needs.

The Town Manager had worked with the Library Director to develop this as a complete security package that addresses many different concerns, some related to the facility and others related to the **1,000 visitors per week** who, prior to the pandemic, came to the library. We are not a sleepy little library but have many "city" problems.

The Security cameras address several issues with the library:

- We have a thick police log, requiring frequent support from the police in handling safety and security.
- **We have had theft of a computer during open hours, vandalism, tampered windows and doors, used condoms and hypodermic needles on the front steps, lawn and in the book drop, drug paraphernalia, smoking, unruly and suspicious behavior in and under stairwells, multiple people locked in bathrooms, stoned individuals, aggressive individuals with threatening behavior, homeless, neglected children, people hiding in the building after hours, theft of library materials, etc.**
- We have had to add locks to multiple areas of the building due to drugs and other behavior (plumbing cabinets in rest rooms, closets, etc.)

- The police have frequently raised the need for cameras to address activity after the fact and asked that we add one to face outward to the front steps (which we did in the plan).
- When fully staffed, we have 4.5 full-time equivalents but we have a 14,500 square foot facility with multiple entrances, exits, stairwells, and three floors.
- Most of the volunteers we have used to help monitor spaces are all over 70 years old and high risk in a pandemic (therefore we cannot risk them in the building). In healthy times, volunteers are valuable but also unreliable -- the computer theft occurred when a volunteer did not show up for their shift.
- Good risk management practice informs us that we are a lawsuit away from a serious issue if someone gets hurt due to our inability to adequately monitor spaces with this small staff.
- The Library director spends countless hours acting as a security guard, especially after school. This is waste of her talents and poor use of resources.
- **The cost of cameras is a lot less than the benefits of a full-time staffer, year after year. Without cameras, we have no choice but to rehire the support that the recently vacated full-time position brought us.**
- We are willing to replace the vacated full-time position with non-benefited part-time staff and save on those benefits -- insurance and retirement and higher pay scale, which provides long term savings to the town, if we have cameras to provide support. With these IP cameras, a staffer can monitor two spaces at once.

The Fire Security portion addresses the following:

- ✓ The magnetic holdbacks allow stairwells to remain open legally - whereas now, we have to choose between fire safety and monitoring the stairwell.
- ✓ The fire panel is outdated and no longer supported. Its replacement was recommended by the Fire Chief. We will have to seek out used, potentially unreliable parts if it breaks.
- ✓ We have had multiple false alarms. The last one cost us over \$800. The CIP replaces those old smoke detectors.

The period we are closed to the public for the pandemic, while providing services outdoors and re-configuring our indoor spaces for safe social distancing, is an ideal time to do this work as it will not impact services. The work takes about two weeks.

These upgrades will also add to our ability to monitor spaces and provide services if our staff is out for illness or quarantine.

Being able to keep all of our spaces open to the public with adequate monitoring will allow us to provide better social distancing, and therefore help us to reopen our building sooner.

Selectman Sterling informed John that no capital improvement projects will be undertaken this year, except emergencies.

Selectman Sterling also noted that the CIP plan is a “living document” that can be changed at any time by the Select Board, despite the fact that the CIP funds are voted as a warrant item at Town Meeting.

Comments by Selectman Sterling indicate there is confusion about the roles of the Select Board and the Library Board vis-à-vis the Library.

As well, Selectman Sterling referenced a past capital improvement project during which it was felt the Library Board did not communicate effectively with the Select Board.

John stressed that the current Library Board is strongly invested in fostering a transparent and positive relationship between the two boards.

The two capital improvement items that were scheduled for 2020 are immediate needs as they address the ability of the Library to re-open to in-person services in a safe manner with the current staffing level. In the Fall, we anticipate community need for in-building library services will increase quite dramatically. Members of the community will need access to computers for job search, resume preparation and other employment-related tasks. Also, the number of children being home schooled is forecast to increase nationwide and statewide and the Library plays an essential role in educational support for families that are home schooling.

Without addressing the two capital improvement items that were scheduled for 2020, we cannot ensure staff and patron safety at our current staffing level.

The decision of the Select Board places the Board of Trustees in a very difficult position.

The Trustees reviewed balances and donor restrictions of various Town administered funds, as well as funds administered by the Library Board. The 2020 budget and current staffing plan was examined.

**Motion to the undertake the following improvements to the library, at a cost not to exceed \$65,000.00, which the Trustees deem to be necessary in order to ensure the residents of Jaffrey can be served in a secure and safe manner:**

**Updated fire security panel (building, staff and patron safety)**

**Security cameras (staff and patron safety)**

**Modular rolling shelves (accommodate social distancing)**

**Circulation desk (modular rolling units to accommodate social distancing of staff and patrons)**

**Full details of each item, including specs and bids, on file with the Library Director. The Chair, Treasurer and Library Director are authorized to sign contracts and expend funds according to the plan presented.**

**Motion by GF / DW**

**Roll Call**

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

**Meeting concluded 4:29pm**

**Motion to adjourn GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

**Motion carries 3:0**

**These minutes recorded by Grace Flesher.**