

Jaffrey Public Library Board of Trustees Meeting Minutes

Date August 18, 2020
Time 11:00am
Chair John Stone

Present Grace Flesher, John Stone, Deb Weissman, Emily Carr, Jaime Hutchinson, Jim Draper (Alternate), Owen Houghton (Alternate), Julie Perrin (Library Director)

Absent

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

11:03am JS

Read by Julie Perrin:

On behalf 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 82264081852 and password 116208, or by clicking on the following website address:

<https://us02web.zoom.us/j/82264081852> and entering password 116208.

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

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.

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

Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room
Emily Carr	No other person in the room
Jaime Hutchinson	No other person in the room
Jim Draper	No other person in the room
Owen Houghton	No other person in the room

John welcomed new Trustee Jaime Hutchinson, and new Alternate Trustees Jim Draper and Owen Houghton.

John thanked Julie and her staff and noted the outpouring of gratitude from our patrons.

Approval of Minutes

7/21/2020 Regular Meeting

Motion to approve as presented DW / EC

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE
Jaime Hutchinson	Abstain

Motion carries 4:0:1

Corresponding Secretary Report

As distributed.

Treasurer's Report

As distributed. Reports were screen shared and Deb explained each account to new members of the Board.

Motion to approve as presented GF / EC

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Disability Insurance

The Library Board is responsible for providing disability insurance. The Treasurer has been notified that our current provider, Nationwide, will no longer be offering this type of insurance. Our current policy runs until February 1, 2021, at which time we will need to have alternate coverage in place. Our current provider, Nationwide, did provide the name of another carrier which they are recommending.

Jim asked which carrier the Town of Jaffrey uses for disability insurance. Julie answered that the Town does not offer disability insurance.

Jim asked if the NHLTA has formed an insurance pool, which we might join.

Grace asked if we can find out which carriers other libraries are using for disability insurance.

Julie will reach out to the NHLTA for answers.

Deb will contact the 2 insurance companies here in Jaffrey, Bellows Nichols Insurance and Hill Insurance.

Director's Report

As distributed.

A question was raised regarding how the community will be informed about COVID-related changes inside the library (reconfiguring of space etc) and how those changes will help keep the staff and patrons safe. Julie notes she wants all the COVID-related changes to be in place before patrons are allowed to access the building. She feels that seeing the totality of changes will be reassuring and that patrons will be likely to then feel the wait was worth it.

Jaime asked how the new circulation desks will contribute to efforts to keep staff and patrons safe. Julie provided an overview of the new modular circulation desks and where they will be placed.

In the Director's Report, Julie asked the Board to consider a different approach to staff performance evaluations this year, given the way the pandemic has impacted staff and their jobs.

Motion by GF / EC to waive the requirement that the Library Director conduct staff performance evaluations using "traditional" methodologies, and instead use a flexible approach that acknowledges the COVID-related disruption to staff roles and duties.

Roll Call

Grace Flesher AYE
John Stone AYE
Deb Weissman AYE
Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Carry over of vacation time

Current policy allows the Director to carry over one week of vacation. Julie brought to the attention of the Board that this will likely result in earned vacation time being forfeited at the end of 2020.

A number of questions were asked to clarify this matter.

Jim noted that other institutions have more generous carry over allowances.

Deb voiced concern that earned vacation is being lost.

Grace asked that we consider this matter more fully. We need to take action regarding this year's carry over, but it would be better practice to develop an informed policy based on the needs of the library and the needs of the employee.

Owen noted that vacation is intended to benefit the employee, and if it is not taken then the employee misses that benefit. Jim agreed, stating that some institutions require that vacation be taken, seeing that as a sign of overall organizational health.

Motion by GF / DW that the Library Director be allowed to carry over all unused, accrued vacation time at the end of 2020.

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

Library Director's annual performance evaluation

The evaluation is due in September. Julie will distribute to the Board two addendums to her contract, her job description and an evaluation tool.

Next meeting

Wednesday, September 16, 10:00am

Going forward, the Board meeting will be held the 3rd Wednesday of each month.

Jaime Hutchinson, Jim Draper and Owen Houghton leave the meeting.

Approval of Minutes

7/21/2020 Non-Public Meeting

Motion to approve as presented DW / EC

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Motion by EC / DW to adjourn.

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Meeting concluded at 12:48pm

These minutes recorded by Grace Flesher.