

Jaffrey Public Library Board of Trustees Meeting Minutes

Date September 16, 2020
Time 10:00am
Chair John Stone

Present Grace Flesher, John Stone, Deb Weissman, Emily Carr, Jaime Hutchinson, 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

10:04am 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 847 1614 7333 and password 958503, or by clicking on the following website address:

<https://us02web.zoom.us/j/84716147333> and entering password 958503.

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
Owen Houghton	No other person in the room

Approval of Minutes

8/18/2020 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	AYE

Motion carries 5:0

Corresponding Secretary Report

As distributed.

Treasurer's Report

As distributed. Reports were screen shared by Deb. She noted that an additional \$10,000.00 has been transferred in September from the income of the Wetherell Fund to cover the final payment for security cameras.

Julie explained the grant funding available to Towns for COVID-19 expenses and Deb noted that all expenses related to capital improvements to accommodate social distancing are being submitted in hopes the Library may be able to recoup some of those expenses.

Motion to approve as presented GF / JH

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE

Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Disability Insurance

Nothing new to report at this time.

Director's Report

As distributed.

There is a significant difference in the level of engagement between Library staff and patrons depending on which staff are on duty. This is normal and to be expected as trained Librarians are more informed and able to provide more detailed help to patrons.

Grace noted the drop in circulation in August and Julie provided clarification and reviewed circulation trends from 2016 through 2020. Jamie provided additional insight as she says families are currently focused on the back-to-school transition.

Julie highlighted and discussed her decision to not opt back into the Inter-Library Loan (ILL) program at this time. Deb, as a frequent ILL user, said she completely understands Julie's reasoning and supports the decision. It is always better to start slowly and build services rather than having to cut services that were started too soon. John asked if Julie and the other staff and getting any push back from patrons. Julie explained that ILL is an aspect of collection development that allows a library to expand its collection beyond its limited physical space and give patrons access to less frequently requested items. The drawbacks of restarting ILL at this point outweigh the advantages, but this is an operational decision and Julie will revisit it in the future.

Jaime initiated a discussion about the Library and kids after school, given the current circumstances.

The discussion then turned to the transition to service level "Yellow".

- How many appointments can an individual book? One per week. This will allow access for the greatest number of patrons.
- Communication about service level changes and booking appointments needs to be very clear. Jaime highlighted the need to reach parents. Julie will use Facebook as well as the newsletter and website.
- All access will be via the front door (unless patrons need to use the elevator, in which case they will be able to note this when booking an appointment and will be able to use the ground floor entrance). Bathroom access will be limited to the 2 bathrooms on the main floor. Julie has reviewed this with the Building Inspector/Health Officer and has gained approval for these restrictions.

- All access will be via appointment. No walk ins. Staffing will be set based on appointment bookings so walk ins cannot be accommodated.
- How will staff handle situations where people try to walk in? Julie explained that staff will follow the policy of no walk-in service, as they are required to do, but that she could be called upon to address the policy with the patron and keep the situation from escalating.
- Julie talked with the Police Chief about our mask requirement for entry into the Library. It is important that we have this in our policy. If a patron is in violation and is asked to leave, per our Code of Conduct policy, and then refuses, police may support as the violation now would be one of trespass.
- Days with Lobby pick-up service, each time slot will be 2 hours (increased from 10 minutes for Curbside).
- Fridays the library will be closed to the public which will allow staff to complete administrative duties.
- Curbside pick-up will only be available for individuals who are handicapped or cannot wear a mask due to medical reasons.
- On days with all-building access the appointments will be by household. Grace asked for clarification and Julie explained that our current software supports this.

Motion by DW / EC to approve the change to our service level, as presented in the Director's Report, and in accordance with the Interim Service Plan in the Pandemic Policy.

Roll Call

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

Motion carries 5:0

Motion by GF / DW to approve the revision to our Code of Conduct Policy, as distributed.

Roll Call

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

Motion carries 5:0

Motion by GF / DW to adopt the Security Camera Policy, as distributed.

Roll Call

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

Jaime Hutchinson AYE

Motion carries 5:0

Alternate Trustee

Travis Shattuck has expressed interest as serving as an Alternate Trustee. John will contact Travis and invite her to attend our regularly scheduled Board meeting in October.

Next meeting

Friday, September 18, 4:30pm

The only item of business will be the Director's annual performance appraisal.

Award Announcement

John announced that Julie has been named Library Director of the Year by the New Hampshire Library Trustees Association.

Motion by EC / GF to adjourn.

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

Meeting concluded at 12:39pm

These minutes recorded by Grace Flesher.