

Jaffrey Public Library Board of Trustees Meeting Minutes

Date October 21, 2020

Time 10:00am

Chair John Stone

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

Absent Owen Houghton (Alternate)

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

10:01am 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
Jim Draper	No other person in the room

Approval of Minutes

9/16/2020 Regular Meeting

9/18/2020 Regular Meeting

10/6/2020 Regular Meeting

Motion to approve as presented EC / DW

Roll Call

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

Motion carries 5:0

9/18/2020 Non-Public Meeting

Motion to approve as presented DW / EC

Roll Call

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

Motion carries 5:0

Corresponding Secretary's Report

As distributed.

John thanked Emily.

Treasurer's Report

As distributed.

How will reimbursements under the GOEFFR program be handled? The funds will be deposited back to the account from which they were debited.

Have we received the funds for the 2021 Millipore Sigma STEAM grant? Not yet.

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

Directors Report

As distributed.

Julie has expanded the “slots” for In-Library Browsing, but rarely are all the slots taken. The patrons are being cautious.

Everything is going well. Julie evaluates on a case-by-case basis and has been able to accommodate requests for computer access on days with Lobby Pick Up. Julie and the staff have received many written thank you letters. It is wonderful to know that our service plan is fully accommodating the needs of the community.

Grace compliments Julie, noting her cautious approach has really paid off.

At our current service level, the library is offering 29 service hours per week (pre-pandemic we were offering 38 service hours per week).

Julie reports that staff feel safe coming to work.

There have been no complaints from patrons regarding the mask requirement, or any of the other COVID protocols.

2021 Budget

Background

We are trying, at least in part, to anticipate potential changes in the Minimum Wage.

The Town provided Julie with the current Non-Union Wage Scale for Jaffrey. The scale was established in 2003, but this is the first time the information has been provided to Julie. There is no way to know if the information was provided to previous Library Directors or to the Board of Trustees. Whether or not this information was known is not relevant – but now that the Library Director and Board of Trustees have the information we must in good conscience act upon it. Julie discussed the Non-Union Wage Scale with John Stone, Board Chair, and he requested that Julie prepare a draft 2021 budget that ensures all Library staff fall within the Wage bands indicated for their position.

Jim asked if the Library is exposed to possible grievance from employees who were paid below Scale in the past. This is difficult to ascertain. Per the RSAs, the compensation of Library staff is set by the Board of Trustees, not the Town of Jaffrey. On the other hand, the actual practice of paying below Scale could be problematic, even though it was done without knowledge that such a Scale existed. Another factor is that all current Library staff willingly accepted employment at the compensation level that was offered at the time of hire.

Deb noted that our responsibility toward our staff is to prepare a budget for the upcoming year that rectifies the situation, and to provide to the Town Manager and Budget Committee a clear rationale for the requested salary adjustments. If the elected officials choose to lower our requested budget, the optics for those individuals would be very negative indeed. In effect, any such decision by the Town Manager or Budget Committee would be to knowingly pay Library Staff below the Non-Union Wage Scale in effect for the Town of Jaffrey.

Jaime asked if the Library Staff are categorized correctly – are they in the correct wage bands? The placement of Library Staff in Wage Bands by the Town was arbitrary. Examining the entire document, and the placement of other Town positions on the Scale, it is clear further adjustments will need to be made in the future to correctly place the Library Staff within the framework.

There is no one to blame for the current situation in which the Trustees find themselves vis-à-vis compensation – we just need to rectify the matter. Given the compensation situation, all non-compensation-related budget lines are either remaining flat or being reduced. By keeping the line items for fuel, water, and sewer flat – even though the cost of these services have increased – we are demonstrating our commitment to fiscal conservatism, and also signifying the importance the Board of Trustees place on rectifying the compensation inequity between Library staff and other Non-Union Town employees.

The budget for digital and print collections was discussed. Digital collection items are more costly than print items, but they are what we need – and what the community of Jaffrey want now, and in the future. Even given the greater cost of digital items, we are able to reduce the 2021 budget line item for digital and print collections. There are trust funds, administered by the Town, that benefit the Library, and a number of these are donor-specified for use on books. In order to honor the donor's wishes, we will direct these funds to the purchase of collection items and reduce the amount requested from general funds from the Town for that purpose.

Deb asked for an explanation of the line item for cleaning. Julie explained that the \$1,000.00 line item for cleaning covers the annual cleaning of the carpet in the Library. All regular, twice-weekly cleaning of the Library building is paid in full by the Trustees from sources other than Town general funds.

The budget process was reviewed. The budget approved today by the Board of Trustees will be submitted to the Town Manager who can either amend it or incorporate our request, as submitted, into the overall draft Town of Jaffrey budget for consideration by the Budget

Committee. The Budget Committee holds a series of meetings, by department. At the meeting for the Library budget, Julie and the Town Manager, Jon Frederick, will present our proposed budget and answer questions from the Committee. The Trustees attend this hearing and members of the public are also welcome to attend. After the Budget Committee completes all departmental meetings, they have the authority to determine the overall 2021 Budget for the Town of Jaffrey, which will then be presented to the voters for ratification at Town Meeting.

Another item of discussion was the effect of the continuing COVID-19 pandemic on staffing. Julie reminded the Trustees that absences due to COVID exposure or quarantine are paid absences.

The next item of discussion was timing. The Trustees can opt to implement any changes after the Budget is passed by the voters, or at any other date they so specify. As an example, COLA adjustments are typically made after voter approval of the Budget, but are retroactive to January 1st. Today we must decide when we want staffing changes – and compensation changes – to take effect.

Motion by DW / GF to approve Draft 2021 Budget #3, in the amount of \$359,956.00, and authorize the Library Director to present it to the Town Manager.

Roll Call

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

Motion carries 5:0

Motion by GF / EC to authorize the Library Director to implement interim staffing/compensation adjustments, as outlined in LIB-G (internal budget work document), effective January 1, 2021.

Landscaping

The current landscaping service at the Library is provided by Katsura Landscaping. Katsura will not be bidding for the Town of Jaffrey landscaping contract for 2021. We have been very happy with their service and the excellent job they have done on the Learning Garden. We can choose to remain with Katsura Landscaping next year, with options of Katura providing all landscaping services or just service for the Learning Garden. While this would necessitate the Library covering those costs, it would allow us to ensure only organic products are used on the Library grounds. The lawn in front of the Library is such a popular gathering place for children, youth and families, and is used for Library programming.

Motion by JH / DW to hire Katsura Landscaping for landscaping services for the front lawn and Learning Garden in 2021, accepting both proposals as presented (\$595.00 and \$1,595.00 respectively).

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

Next Meeting

Wednesday, November 18, 2020 10:00am

Meeting concluded 12:44pm

Motion to adjourn GF / JH

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

These minutes recorded by Grace Flesher.