

Jaffrey Public Library Board of Trustees Meeting Minutes

Date June 16, 2021

Time 10:00am

Chair John Stone

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

Absent Emily Carr, Jaime Hutchinson, 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

10:03am JS

Jim Draper (alternate) is a voting member due to the absence of Emily Carr and Jaime Hutchinson

Approval of Minutes

5/19/2021 Regular Meeting

Motion by GF / JD to approve the Minutes as distributed.

Passed 4:0

Corresponding Secretary's Report

As distributed. Thanks to Emily for a great job.

Treasurer's Report

As distributed.

Grace asked why we did not use Income from the Wetherell Fund to pay the balance due on the masonry contract, as planned. Deb responded that she submitted a request to do so to Charter Trust, but the instructions were not followed. She is following up and will report any further information received. Grace asked about the amount of cash held in the Charter Trust account, and whether we (1) took the masonry amount from cash rather than liquidating any holdings and (2) whether we have submitted instructions to not "replenish" the cash amount being held. Deb responded that the balance being held in cash was approximately \$80,000 which covered the draw. Grace then suggested that we consider amending the investment policy, as the cash amount

is a percentage of the account balance and is stipulated through the investment policy. Given the nature and timing of financial decisions the Board makes that involve Charter Trust, there is no need to carry 5% of the account balance in cash. Our investment objectives would be better served by lowering that percentage and keeping a higher percentage invested.

Julie asked if there is anything she can do to streamline the communication flow between herself and the Treasurer. Julie noted that email addresses could be issued to the Trustees in the same domain as the Library staff, but that may not be helpful. Julie then suggested she could submit reimbursement requests once a week in an effort to minimize emails to the Treasurer. Deb responded that may help, let's try it and see.

Motion to approve the Treasurer's Report as presented JD / GF

Passed 4:0

Directors Report

As distributed.

Jim complimented Julie for her leadership.

Gender Diversity: Julie thanked the Board for supporting this program. She noted that John's comments at the close of the program were particularly eloquent. Julie will be training other libraries in the state on how to develop programming to engage on this topic. Grace asked, because the program was capped at 40 attendees, might the library consider offering it again. Julie will certainly consider this. Julie also noted that we would need to fundraise to cover the cost, as the Grant funds provided an honorarium for each panelist. Further comments and questions centered on the issue of safety – it may be safer to offer this type of program online. Julie also highlighted the importance of having authentic voices speaking on a topic. She will make sure going forward to include authentic voices in all programming.

COVID Services: In-person patron usage of the library remains low. The Select Board just voted to make masks optional at the Town Office – recommending that unvaccinated individuals wear a mask. The library is maintaining its policy of requiring masks inside the building. For outdoor programs, masks may be required depending on the activity and depending on the requirements of the facilitator. Grace suggested that the Trustees write another statement reiterating our policy on masks inside the library. Deb suggested that the statement highlight the importance of masks in protecting children who are too young to be vaccinated. John will write a statement to be used on the website and in the newsletter.

Health Insurance: Julie received two calls from the Finance Director, the first asking if the library staff have switched to the Yellow Plan, and the second to let Julie know she would be forwarding a bill, on behalf of the Town Manager, from the Town for the difference in cost between the Yellow Plan and the Green Plan for library employees. The bill referenced was for the period July 1, 2020 – June 30, 2021.

In a follow-up call with Town Manager, Jon Frederick suggested to Julie that the Trustees should reinstate/fill the Full Time staff position we used to have. As Julie explained to Jon, the Trustees

did not fill the position when it became vacant because the Trustees voted to provide library staff with the higher-cost Green Plan. Jon Frederick suggested to Julie that we should not sacrifice necessary staffing because of the cost of health insurance. In light of this, Jon agreed that the Town will absorb the difference for the period July 1, 2020 – June 30, 2021, but that the Trustees would be expected to pay for 2021-2022.

The library staff have already signed up for the Green Plan for the coming twelve month period, beginning July 1, 2021.

The Board discussed options moving forward. Jim asked Julie how the staff feel about the issue. Julie clarified that the staff consider the higher value Green Plan to be a part of their compensation, particularly given the ongoing discrepancy between the salaries of library staff when compared to Town employees. For positions at the library and at the Town with similar levels of experience and education, the library staff are considerably underpaid. Achieving fair compensation for library staff, on parity with Town employees in similar positions, continues to be a matter of great importance to the Trustees.

It is the consensus of the Board that, given the new enrollment period begins in 2 weeks, and given that library staff were provided no communication there would be a problem remaining on the Green Plan for July 1, 2021-June 30, 2022, and given the unfair overall compensation of library staff when compared to non-union Town employees, the library staff should be able to remain on the Green Plan for the period July 1, 2021-June 30, 2022.

This will affect the 2022 budget, as the enrollment period runs through June 30, 2022. The Trustees will be unable to carry as much of the cleaning cost as we do now, and also may not be able to carry the landscaping cost.

Julie spoke eloquently about the thousands of dollars of outside funding brought to the library by the professional staff, and the effort and hours devoted to writing the grants necessary to secure this funding. In the past, the Summer Learning program was funded by the Trustees, from our trust funds. In recent years the entire cost has been covered by grants and other donations. This is a true testament to the economic value added by the professional staff. Deb said the staff at JPL provide a level of service, programming and professionalism that is far above what is offered by many other small town libraries.

Motion by JD / GF to pay the difference of the Green Plan health insurance for eligible library employees, over the cost of the Yellow Plan, through June 30, 2022.

Passed 4:0

Staffing: Julie provided background on the proposed Circulation Supervisor position. As mentioned, Jon Frederick is encouraging the library to replace its benefited position. There have not been any applicants for the posted Adult Services Librarian position. A mid-year hire would

affect the 2021 budget. If we did hire a benefited position, and the new hire requested health insurance, the Town budget would cover an amount equivalent to the Yellow Plan.

**Motion by DW / JD to approve the job description for Circulation Supervisor as presented.
Passed 4:0**

Motion by GF / DW to enter Non-Public Session

Specific Statutory Reason cited as foundation for the non-public session:

- √ **RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has the right to a public meeting, and (2) requests that meeting be open, in which case the request shall be granted.**

Passed 4:0

Entered Non-Public Session at 11:40am

Public Session reconvened at 12:03pm

Motion by DW / JD to seal the minutes of the Non-Public Session because it is determined that divulgence of this information likely would:

- √ **Affect adversely the reputation of any person other than a member of this board**
- Render a proposed action ineffective**
- Pertains to preparation or carrying out of actions regarding terrorism**

Motion by DW / JD to hire Bailey Bernier as Circulation Supervisor, per the approved job description.

Passed 4:0

Motion by DW / JD to approve Contracts for Library Services Policy, as distributed.

Passed 4:0

Motion by GF / DW to create the Jaffrey Public Library Board of Trustees Employee Excellence Award, to be awarded in consultation with the Library Director.

Passed 4:0

Motion by GF / DW to create the Jaffrey Public Library Board of Trustees Employee Recognition Certificate, to be awarded in consultation with the Library Director.

Passed 4:0

Meeting concluded 12:15pm

Motion to adjourn JD / DW

Passed 4:0

These minutes recorded by Grace Flesher.