

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

**Date** July 21, 2021

**Time** 10:00 am

**Chair** John Stone

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

**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**

10:00 am JS

### **Approval of Minutes**

6/16/2021 Public Meeting Minutes

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

Emily Carr Abstain

Grace Flesher Aye

John Stone Aye

Jaime Hutchinson Abstain

Deb Weissman Aye

**Motion carries 3:0**

### **Corresponding Secretary's Report**

Nothing to report from Emily.

### **Director's Report**

As submitted

### Covid Service Update

Only a handful of people are objecting to the mask policy. They either end up complying or decide to leave the library.

Many families are expressing appreciation for the mask policy which helps to protect their

children. Many people are also expressing thanks for the amount of programming and for the amount of hours that the library is open. Other libraries in the area are not offering the same amount of summer programming. The COVID-19 protocols that we have in place allow us to safely offer these programs.

There are many people from out of town who are paying for a JPL library card because of the hours that we are open and the programming that we are offering.

#### Health Insurance Update

Julie provided information as a follow up from the June Trustees meeting.

#### Library Services Contract Inquiry

Previously, the library director of the Frost Free Library in Marlborough reached out to Julie to inquire about the possibility of their library patrons temporarily using the Jaffrey Public Library if their library building project goes forward. It was decided at the May Library Trustees meeting that a framework would be created to help determine a cost for such usage. Julie passed along this information to the Frost Free Library but they are not interested in paying for these services.

#### Learning Garden Update

One of the fruit trees from the Learning Garden has died. In the past Katsura Landscaping has taken care of the watering of the garden but that did not continue this year. The Katsura Landscaping contract does not state that they will water the garden.

Therefore, Julie purchased tree watering doughnuts for the fruit trees. In addition, Charlotte Hutchinson, as a Girl Scout Volunteer, waters the garden once a week. She also leads the Learning Garden Brigade which is a group of storytime participants who help water the garden before the Thursday morning Library Storytime.

Katsura Landscaping has also subcontracted the lawn work to someone else.

In the future we need to be more specific when creating contracts dealing with our landscaping needs.

#### Bike Policy Question

Book bike information was forwarded to Primex who then stated that JPL needs to have a Book Bike Policy for the staff. Julie reached out to the Association for Bookmobile and Outreach Services but no one has a book bike policy (and there are thousands of book bikes across the country).

Julie will move forward with best practices for bike safety training for the staff which includes watching YouTube videos from the National Safety Council as well as the use of helmets, reflector vests, and hand signals. It was agreed that we need to create our own book bike policy. Julie will draft a basic policy and share at the August meeting.

#### **New Business**

### JHS Displays

For years we have had a positive, informal partnership with the Jaffrey Historical Society (JHS). JPL has provided display space on the 3<sup>rd</sup> floor and JHS has often provided volunteers for this space. As part of this partnership the display on the 3<sup>rd</sup> floor would ideally change every 3 months. This hasn't been the case recently and the JHS has just recently installed the display that was targeted for March. In addition, the display cases are not public space friendly. They are difficult to maneuver around for anyone with mobility challenges, and they can easily be knocked over.

In the hopes of continuing this partnership in a way that will be beneficial to both organizations it was agreed that an MOU should be created. Julie will draft an MOU and present it at the August Trustee meeting.

### **Old Business**

#### Fundraising

As part of her research Grace read through the Town Report and discovered that, although the Library Board does have indefinite delegation of authority for accepting gifts, the terms don't include accepting wills, bequests, or devises. She then reached out to Tom Donovan at NH Charitable Trust and he reviewed the terms. Although there is not a corresponding RSA for libraries dealing with wills, bequests, and devises it is covered under the RSA that addresses unexpected gifts. Therefore, the Library Board does have the authority to accept these gifts.

There was a consensus from the Board to grant permission to Grace to reach out to other libraries as she continues her fundraising research.

#### Trustee Staff Recognition

There was consensus from the Board to move forward with the Employee Excellence Award for JPL staff. Emily will research plaques and share the information with the Board.

### **Treasurer's Report**

As submitted

#### **Motion to approve as presented GF/JH**

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

**Motion carries 5:0**

**11:00 am John Stone leaves the meeting.**

**11:15 am Jim Draper leaves the meeting.**

**Meeting concluded 11:16 am**

**Motion to adjourn by GF/JH**

Jaime Hutchinson      Aye

Emily Carr              Aye

Grace Flesher          Aye

Deb Weissman          Aye

**Motion carries 4:0**

**These minutes recorded by Jaime Hutchinson.**