

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

Date February 16, 2022
Time 10:00 am
Chair John Stone

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

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

1/19/2022 Public Meeting

Motion to approve as presented GF/DW

Roll Call

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

Motion passes 5:0

Corresponding Secretary's Report

As submitted

Treasurer's Report

Yet to be submitted

Director's Report

As submitted

The library will be receiving \$2500 from the Town of Jaffrey Capital Impact Funds for building projects. This will be a reimbursement for the security cameras which is a qualifying project.

We have already had repairs this year totaling over \$2000 (handicapped door and emergency

lighting). Julie used funds from her town budget to cover these costs. She is still waiting to find out the cost for the rusted intake oil pipe that was replaced.

Old Business

Budget 2022

Hearing review:

John Stone, Grace Flesher, and Jim Draper attended the Jaffrey Town Budget Committee Public Hearing on February 5 in person. Emily Carr and Julie Perrin attended via Zoom.

Once again, the Budget Committee did not support the Trustees' budget request (a 6% increase), but instead voted to approve the Select Board/Town Manager's recommendation for the library (3%), a difference of approximately \$10,000 or 2 cents on the tax rate.

The Trustees voiced concern that on more than one occasion the RSA's have been misstated by a member of the Select Board. It was stated by this member of the Select Board that as part of the RSA's the Trustees are responsible for the cost of maintenance for the library. In fact, RSA 202-A:4 states that the town is responsible for providing money to maintain its public library.

Section 202-A:4

202-A:4 Maintenance. – Any city or town having a public library shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided.

Source. 1895, 118:1-8. 1917, 59:1. PL 10:51. 1927, 82:2. 1933, 60:1. RL 15:51. RSA 202:2. 1963, 46:1, eff. July 1, 1963.

Furthermore, RSA 202-A:6 states that the library trustees are responsible for the management of the public library (not the cost of maintenance).

Section 202-A:6

202-A:6 Library Trustees; Election; Alternates. – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town. Any town having a public library shall, at a duly warned town meeting, elect a board of library trustees consisting of any odd number of persons which the town may decide to elect. Such trustees shall serve staggered 3-year terms or until their successors are elected and qualified. There may be no more than 3 alternates as provided in RSA 202-A:10.

Source. 1917, 59:1. PL 10:52. RL 15:55. RSA 202:6. 1963, 46:1. 1987, 89:1. 2000, 9:2, eff. April 16, 2000.

In addition, a Select Board member incorrectly stated that the top floor of the library is not used by the public, and the reason for an increase in heating costs is because the director moved her office to this space. However, the top floor of the library has been open for public use for four years and is used daily by the public. Staff offices were rearranged throughout the building during Covid to maintain staff health and safety, provide staff coverage on all three floors, and maximize open spaces for public use.

In 2019 the Budget Committee approved and funded an increase in library service hours. Because of the Covid-19 pandemic, the service hour changes were not able to be put into place until 2021. This increase in service hours was also a stated goal of the library. In 2022 the Budget Committee stated that a reason for the increase in costs for the library was directly related to an increase in service hours. However, we should not punish the public by reducing hours and services that were originally approved and funded by the Budget Committee.

The Trustees strongly agree that misinformation shared at the Budget Hearing should not be the cause for reducing services to the public.

Plan Forward:

To familiarize the Select Board with the library spaces and services it was suggested that we offer the use of library space for a Select Board meeting and give the members a tour.

Staff Training:

To fit staff training into the budget constraints, Julie will need to offer staff training during regular staff hours. This will mean opening the library 2 hours late on a given day and closing the library 2 hours early on a given day.

Bylaws:

During her fundraising research, Grace learned that the bylaws should outline powers of the Trustees, which would include establishing new trust funds. The bylaws should also list existing trust funds and any donor restrictions on those funds.

Grace and Julie were able to find examples of robust bylaws from other libraries in NH. After reviewing our current bylaws, it was suggested that a subcommittee be formed to review and revise them.

Motion to form a bylaw subcommittee consisting of two board members and the library director. DW/EC

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye
Grace Flesher Aye
Deb Weissman Aye

Motion passes 5:0

History Floor Update

The use of the 3rd Floor has increased due to more programming and also a need for quiet work spaces. There are items on the 3rd Floor that need to be moved in order to make this space more user-friendly.

Julie has not received any more information from the Jaffrey Historical Society on the status of the cabinets in the Trustee Room.

Jim requested that Julie make a list of what items are on the 3rd Floor and who owns them as well as sharing her vision of how the space could be used. Julie will create this and share with the Trustees.

New Business

Historical Survey

NH Division of Historical Resources offers a certified local government grant program. Through this program the Jaffrey Public Library could be listed on the National Register of Historic Places. This grant would 100% fund a historical survey of the building by a Historical Preservationist (\$4500). This would assist with nominating JPL to the National Register of Historic Places.

The JPL is currently a contributing building to the Jaffrey Downtown Historical District.

Historical Building Assessment

NH Preservation Alliance Grant would fund 50% of the total cost (\$5700) of a historical building assessment. If the historical survey previously mentioned is completed then the assessment is discounted by \$2000. This would bring the total cost down to \$3700, 50% of which would be grant-funded. This assessment uses information from the historical survey and combines it with a preservation consultant assessment. The assessment looks at the conditions of the building so that we know what needs to be repaired and/or restored in relation to the historical components.

Motion for the Trustees to authorize the Library Director to apply for the NH Division of Historical Resources Certified Local Government Grant and the NH Preservation Alliance Grant. Should the Certified Local Government Grant be approved, the Trustees further move that the 50% portion of the NH Preservation Alliance Grant be covered through a fundraising campaign. If the fundraising campaign does not raise sufficient funds then the Trustees will fund the assessment.

GF/DW

Roll Call

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

Motion passes 5:0

Jim Draper leaves the meeting at 11:43 am.

Technology

The Fiber installation is complete. However, the existing wireless components need to be upgraded to the latest standard in support of the Fiber upgrade. The estimate to upgrade these components is \$4650. The town manager will cover the wifi upgrade.

Meeting concluded at 11:50 pm.

Motion to adjourn by DW/EC

Roll Call

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

Motion carries 5:0

These minutes were recorded by Jaime Hutchinson.