

Jaffrey Public Library Board of Trustees Meeting Minutes

Date April 20, 2022
Time 10:00 am
Chair John Stone

Present John Stone, Deb Weissman, Emily Carr, Jim Draper (Alternate), Julie Perrin (Library Director), Andrea Connolly (Assistant Director) arrived 11 am.

Absent: Grace Flesher, Jaime Hutchinson

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

John Stone as Chair appointed Jim Draper, (Alternate), as a voting member and Secretary for today's meeting.

Approval of Minutes
3/16/2022 Public Meeting
Motion to approve as presented EC/DW
Motion passes 4:0

Corresponding Secretary's Report
As submitted.

Treasurer's Report
March Reports as submitted.
Deb will send updates to the Trust accounts shortly
Motion to approve as submitted. EC/JD
Motion Passes 4:0

Additional Discussion: Deb and Julie will continue to research a donation from the Community Center of Jaffrey of \$4,999.00 made in 2019 to track an exact amount of remaining funds for Sponsored Learning Assistants. The Board agreed that these funds were indeed available and have authorized Julie to hire a summer intern to work with the JPL archives.

Director's Report
As presented. Highlights below.

Increased Usage

The staff have felt a lot of strain this past month, due to being short-staffed due to Covid and other illness, and limited sub availability with the current budget constraints. Coupled with it

being tax season, there has been added pressure. In March of 2022, our gate counts were literally more than a thousand more people than the month before (February) and quite literally double the gate count of March 2021.

Circulation is the highest of any March since recordkeeping to 2016.

The public is also much more demanding than it was two years ago, and the ways they use the library have changed. Users during the pandemic tended to treat the library like a grocery store – in and out, get what you need and return to safety. Now, they are returning to pre-pandemic patterns of staying in the library for hours on end.

As of today, we have 4,714 active library accounts, a net gain of 17 this month, after having added 33 new accounts in March.

Grants

Our Preservation Alliance grant application and site visit have been completed and our request for the historic assessment will be reviewed by the Alliance at their April 26 review meeting.

Our Letter of Intent was accepted and we were invited to apply for the CLG grant, which is due later in May. There were many more requests than there is funding so this will be a competitive round and we have been advised of the possibility of only partial funding.

Current & Future Grants

With the amount of work involved in grant management and the reduction in our budget request which affects staffing, Julie is being more selective in reviewing grant opportunities and choosing NOT to apply for many opportunities. With the increase in patrons and the overall public management issues, especially during afterschool hours, she needs to reduce the time required in her office for all aspects of grant project management to provide increased staff and public support throughout the building.

Technology Upgrades

Twin Bridge Services recently completed our internal Wi-Fi upgrade, which the Town will pay for as part of the town wide IT service. The quote was \$4650.00. The Consolidated fiber is still on its temporary install due to weather and conduit issues still under investigation.

Additional Discussions:

Julie reported that prior to the pandemic, the JPL was seeing an increase in poor behavior. She reported that with the recent rise in visitors this type of behavior has again been on the increase. It dominates staff time asking employees to police the building and takes away from their professional responsibilities.

Old Business

Sharon Contract was signed by Chair John Stone and we are pleased to have them join us again this year.

Pandemic Service Plan – Mask Policy

There was a long discussion about the library's mask policy. The Board understands that this issue is confusing and difficult to understand all over the country. Board member, Grace Flesher's email was read by the Trustees as she was unable to attend this meeting. The discussion included consideration of the staff's preferences and concerns, the health and safety of both the staff and the patrons (many of whom are higher risk), the feedback from patrons both in favor of and against the mask policy, the CDC guidelines, the transmission level in NH, the number of people who may not be entering the library building because of the mask policy, the number of people participating in online programming as well as in-person programming, the amount of time that people spend in the library (not just quickly coming and going). Based upon the most recent alarming increase of COVID cases in Cheshire County, the Board voted to continue the library's mask policy and revise this matter at the May meeting.

Motion to Continue JPL mask policy and revisit at the May 2022 meeting: EC/DW

Roll Call, at the request of the Chair

Emily Carr	Aye
John Stone	Aye
Jim Draper	Aye
Deb Weissman	Aye

Motion passes 4:0

Bylaws work continues.

Outdoor Sign

John Stone conducted research and provided the Board with a picture and description of the Peterborough Police Department granite sign. John will ask Peterborough Monument Co. to visit our site and provide a formal quote. Julie recommended that the Board consult with the building inspector and planning board to make sure their plans are compliant with town signage requirements.

History Floor Update - Julie will provide further details on the use of this space so the Trustees can review and discuss future plans.

New Business

Banner Design: Julie presented three design options for the new banners to replace the Green pandemic banner to cover the old hours on the sign while pursuing other sign options. The Trustees voted for the blue one and Julie will order them.

Library Staff Health Insurance

In the Trustee Meeting of June 16, 2021, the Trustees unanimously voted to support keeping library staff on the more comprehensive Green Plan for health insurance through June 30, 2022 even though the Town would charge the Trustees for the difference in the cost between the Green Plan and Yellow Plan. As Open Enrollment approaches, this annual decision must be revisited. The new cost to the Trustees for the library staff to remain on the Green Plan for July 1, 2022 – June 30, 2023 would be approximately \$3,300.

Motion to keep the library staff on the Green Plan for July 1, 2022 through June 30, 2023 and pay the additional cost of \$3,300 out of unrestricted trust funds available for that purpose: JS/EC

Discussion of motion:

Julie and Andrea presented their view that this constituted a reduction in the compensation of library staff. Discussion among trustees related to how to address this concern and reduce its impact. The treasurer indicated that they could not afford to fund this difference long term.

Roll Call, at the request of the Chair

Emily Carr	No
John Stone	Aye
Jim Draper	No
Deb Weissman	No

Motion does not pass. 1:3

Motion was made to go into non-public session to discuss a personnel matter. DW/EC
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.**

Roll Call

Emily Carr	Aye
John Stone	Aye
Jim Draper	Aye
Deb Weissman	Aye

Motion passes 4:0 – 12:00PM

Motion to leave non-public session: JS/DW

Roll Call

Emily Carr	Aye
John Stone	Aye
Jim Draper	Aye
Deb Weissman	Aye

Motion to seal the minutes: DW/EC

Roll Call

Emily Carr	Aye
John Stone	Aye
Jim Draper	Aye
Deb Weissman	Aye

Motion passes 4:0.

Motion Passed 4:0 12:10PM

Motion to adjourn. EC/DW

Roll Call

Emily Carr Aye

John Stone Aye

Jim Draper Aye

Deb Weissman Aye

Motion Passes 4:0

Meeting concluded at 12:15 PM

Next Meeting: 5/18/22 – 10:00AM

These minutes were recorded by Jim Draper