

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

Date November 16, 2022

Time 10:00 am

Chair John Stone

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

Absent Jim Draper (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

10:04 am JS

Approval of Minutes

Public Meeting Minutes – October 19, 26 and November 2, 2022

Motion to approve as presented. GF/EC

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Motion passes 5:0

Nonpublic Meeting Minutes – November 2, 2022

Motion to approve as presented. GF/EC

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Motion passes 5:0

Corresponding Secretary's Report

Nothing to report

Treasurer's Report

Motion to approve as presented. GF/EC

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Motion passes 5:0

Motion to accept \$1,000 reimbursement from Certified Local Government Grant via check from the Town of Jaffrey. DW/EC

(The money was incorrectly sent to the Town of Jaffrey instead of the Board of Trustees – this has been corrected for the future).

Roll Call

Emily Carr Aye

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Motion passes 5:0

Director's Report

As submitted

Historic Preservation Grants Site Visit:

Mae Williams and Brian Gallein visited on Monday, November 14. Julie gave them a 2-hour tour and then they stayed 4-5 hours longer evaluating the building. Their assessment focuses on things that have historical significance and/or value, and provides a priority list for things that need to be repaired or renovated. The documentation of these features will help the library director and the Board of Trustees plan strategically for future building work. The documentation allows us to apply for outside funding and/or possibly be exempt from code for historic features. This documentation could also help us in our fundraising efforts.

Monadnock Santa visited on Tuesday, November 15 for a free photo session. Santa was visited by 121 children (200 + people overall). Everyone was well behaved and the evening went smoothly. Many people were new visitors to the library including some from neighboring towns. Some of the non-residents inquired about obtaining a JPL library card.

Old Business

- a. Director's Performance Review: a hard copy of the performance review was signed by the Board of Trustees and the library director.
- b. Budget 2023 Update
 - i. Town COLA: Julie met with town manager, Jon Frederick. He still doesn't have a number for the COLA but he reviewed our budget and was very positive about it. He knows that the BOT cannot vote on a number for our request until a COLA is approved for town employees.
 - ii. Landscaping Contract: Smitty's Landscaping has provided a contract for 2022-2023 in the amount of \$3275.00. (an increase of \$100 from last year) for mowing and lawn maintenance.

Motion to approve the 2023 contract for Smitty's Landscaping in the amount of \$3275.00. GF/EC

Roll Call

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

Motion passes 5:0

- iii. Learning Garden contract: Fassett Farm has provided a 2022-2023 contract for the Learning Garden in the amount of \$1850.00 (an increase of \$650 from last year). This includes spring cleaning, pruning, and weeding.

Motion to approve the 2023 contract for Fassett Farm in the amount of \$1850. GF/JS

Roll Call

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

Motion passes 5:0

- iv. 2023 Building Projects – Discussion postponed until after the budget approval and the Historic Preservation report.
- c. New Trust Funds update: Grace suggested establishing the JPL Future Fund (unrestricted). Once the fund is established it will be easier to get donations.

Motion to fund the JPL Future Fund at Bar Harbor Trust with \$3400 unrestricted donations from the Rieron donations. GF/EC

Roll Call

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

Motion passes 5:0

Julie will look into the process of accepting online donations. What do other libraries do?
(Security, fees, non-profit benefits)

Grace is continuing to work on the gift acceptance policy.

- d. Preservations Grants update – see previous information under Director’s Report
- e. History Floor Update
 - i. Fine Art Appraisal – scheduled for December
 - ii. Social Library Cabinet – No one has shown any interest in purchasing it. John will lower the listing price.
- f. Investment Policy and Social Responsibility Review:

Some updates to the investment policy include:

- Stating that we use an investment manager.
- Stating that we have both restricted and unrestricted funds.
- Adding a conflict of interest statement.
- Listing the RSA’s that apply to the investment policy
- Stating that we review the policy annually
- Adding the ability of the BOT to direct the investment manager to incorporate environmental, social, and governance screens to our investments.

Motion to accept the revised investment policy. DW/JH

Roll Call

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

Motion passes 5:0

New Business

- a. Pandemic Policy: Julie explained that it was vital that we had a pandemic policy in place during the last 3 years. This allowed the library to have a dynamic response to changing situations. However, now there is some pushback from patrons when we refer to the pandemic policy. (Many people no longer feel that we are in a pandemic).

Currently, there is an increase in RSV, Flu, and COVID and many hospitals are full of pediatric patients. It is important that we are able to respond to community health whether it be COVID or other illnesses. Julie is suggesting that we move from a Pandemic Policy to a Community Health Policy which would allow us to respond to local health issues. The BOT supports Julie in working on a draft policy.

- b. Consideration of Evening Hours: Currently, the JPL is open on Tuesday and Wednesday evenings until 7:00 pm. Tuesdays are busy (scout meetings and evening programs) but Wednesdays are not busy. Sometimes there is only 1 patron on a Wednesday evening. However, once a month the Lions Club holds their meetings on a Wednesday evening.

In order to save on heating, electricity, and staffing, Julie proposes closing the library at 5:30 pm on Wednesday evenings for the months of January, February, and March. However, we would still work with the Lions Club to allow them to hold their monthly meetings.

Motion to discontinue Wednesday evening hours (close at 5:30 pm) for the months of January, February, and March. GF/JH

Roll Call

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

Motion passes 5:0

Meeting concluded at 11:35 am.

Motion to adjourn. EC/DW

Roll Call

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

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.