

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

Date January 18, 2023
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)
Public Present: Chris Sprague (Trustee Dublin Public Library)

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 – December 21, 2022

Motion to approve as presented. DW/EC

Roll Call

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

Motion passes 4:0:1

Corresponding Secretary's Report

As submitted

Treasurer's Report

Motion to approve as presented. GF/EC

Roll Call

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

Motion passes 5:0

Funds Transfer

- a. Building Maintenance Projects – There were funds encumbered from 2022 for these projects (office project and stair carpeting) for which there will be a balance

A discussion followed about what unrestricted funds are available (donations, trust funds, etc.) for us to utilize and what our spending policy involves.

Motion to transfer \$20,000 interest income of the Wetherell Fund to account #7366, of which, \$5511.07 to reimburse 2022 Trustee funding commitments with the balance to be applied to 2023 Trustee funding commitments. GF/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

New Trust Funds Update

Nothing new to report

Accept and Expend Donations/Grant Funds

Motion to accept the following donations and grant funds. DW/EC

NH Humanities \$250

Castiglioni Family \$50

Peggy Ueda \$75

Pam Armstrong \$100

Emily Carr \$260

Hannah Riererson \$1,800

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Motion to expend restricted funds according to purpose restrictions. DW/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Motion to expend unrestricted funds as needs arise. DW/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Director's Report - as submitted

Community Health Policy

The purpose of the Community Health Policy is to move away from the Pandemic Policy and deal with community health in other regards. Julie expanded community health to include public safety and staffing metrics for when to close the library.

Motion to accept the Jaffrey Public Library Community Health and Safety Policy as presented. GF/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Motion to suspend, indefinitely, the Pandemic Policy and make necessary replacements in existing policy to accommodate the Jaffrey Public Library Health and Safety Policy.

DW/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Old Business

Preservation Grants Update – Progress is moving forward as scheduled.

History Floor Update

Fine Art Appraisal – The total value of the JPL portraits is \$94,000 which resulted in an annual \$61 insurance increase. The paintings are now fully covered under the insurance.

Grant update – nothing to report yet

Gift Acceptance Policy

Grace shared the newly created gift acceptance policy and Julie suggested some edits.

Motion to accept the Gift Acceptance Policy with proposed amendments. DW/JH

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

New Business

Girl Scout Request – The Jaffrey Cadette, Senior, and Ambassador Girl Scouts wrote a letter to the BOT requesting permission to have a library lock-in at JPL in March. This was an event that the Girl Scouts held annually for two years before the pandemic and they are excited about the possibility of doing this again.

Motion to approve the request from the Jaffrey Girl Scouts for a library lock-in. GF/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Roof issues – The flat roof on the new part of the library has had issues with leaking again. The water leaks onto areas on the 2nd floor of the library where books are present. This results in library staff having to protect books and bookshelves with a plastic cover.

The leaks are occurring in the same place where ice dams caused a problem a few years ago. At that time the ceiling insulation was replaced and a vapor barrier was put in. Because of the vapor barrier, the water traveled and came in along the seams. It only damaged a few ceiling tiles but we don't know the damage that may have resulted from the traveling water. Primex recommends having ServPro come out to see if there's damage (once the leaks are done).

The Melanson Company came to evaluate the roof and determined that it is a 30+ year old roof

with a 30-year lifespan. The issues with the roof are likely end-of-life issues. They sealed it temporarily. They will be returning to continue their evaluation. They will need to cut into the roof to evaluate the R factor. The expectation is that a new roof will be needed.

Jon Frederick suggested that Julie approach the Selectboard with the cost of the roof and what the BOT will provide toward this cost. The BOT needs to figure out the amount that we could bring to the table. Julie should be getting an estimate from Melanson this afternoon.

February Meeting - John and Deb will not be able to attend the February meeting as scheduled. We agreed to move the meeting to Wednesday, February 8 at 10:00 am.

NHLTA – The spring conference will be held on Tuesday, May 9.

Chris Sprague leaves the meeting at 11:47 am.

Motion to enter Nonpublic Session GF/DW

Specific Statutory Reason cited as foundation for the nonpublic 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 a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

√ _____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Roll Call

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

Motion passes 5:0

Entered Nonpublic Session at 11:50 am.

Jim Draper leaves the meeting at 12:10 pm.

Public Session reconvened at 12:24 pm.

Motion to seal the minutes of the nonpublic 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

Motion GF/DW

Roll Call

Jaime Hutchinson	Aye
------------------	-----

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

Motion Passes 5:0

Meeting concluded at 12:25 pm.

Motion to adjourn.

Roll Call.

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

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.