

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

Date March 24, 2023
Time 12:00 pm
Chair John Stone

Present John Stone, Deb Weissman, Emily Carr, Grace Flesher, Jim Draper (alternate), Julie Perrin (Library Director) via Zoom

Absent

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
12:10 pm JS

Approval of Minutes

Public Meeting Minutes – February 8, 2023 and March 8, 2023

Motion to approve as presented. GF/EC

Roll Call

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

Motion passes 4:1

Nonpublic meeting minutes - March 8, 2023

Motion to approve as presented. GF/EC

Roll Call

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

Motion passes 4:1

Corresponding Secretary's Report

As submitted

Treasurer's Report - January and February, 2023

Motion to approve Treasurer's Reports for January and February 2023 as presented.

GF/EC

Motion passes 5:0

Motion to accept and expend the following donations/grant funds:

Lion's Club \$1500-Large Print Books

NH Humanities \$250-Program

Friends of the Library \$1,000-Program

GF/DW

Motion passes 5:0

Director's Report -As submitted

There are over 5,000 active library accounts.

Many people are excited about the program being offered in partnership with the Parks and Recreation Department. There was even a non-resident who came in specifically because of this program. They purchased a non-resident card, got the book, and paid for the trip.

Julie is hiring a couple of new subs.

The staff continue to be super busy.

Old Business

March 8 Work Session

The discussion from the work session from March 8 regarding the Programming Librarian position was revisited.

The BOT expressed their appreciation to Julie for hard work in a difficult situation.

Deb recused herself from voting because she was not present for the work session on March 8. John appointed Jim Draper as a voting member.

Motion to approve the position of Programming Assistant (part time and termed) as presented. GF/EC

Roll Call

John Stone Aye

Jaime Hutchinson	Aye
Grace Flesher	Aye
Emily Carr	Aye
Jim Draper	Aye

Motion Passes 5:0

Motion to make salary and personnel adjustments as discussed at the March 8 work session. GF/JD

Roll Call

John Stone	Aye
Jaime Hutchinson	Aye
Grace Flesher	Aye
Emily Carr	Aye
Jim Draper	Aye

Motion Passes 5:0

Jim Draper removed himself from being a voting member. Deb Weissman resumed her position as a voting member.

Trustee Finance Subcommittee

Grace shared what the BOT is committed to funding for this year as well as the available funds and sources. The earned income from the trust funds does not cover the amount needed to pay for our funding commitments. If we continue in this way we will be eating into principal each year in order to pay for what we are already committed to.

The library's investment policy states that we spend 4% of principal annually based on a 12-month running average. However, when this spending policy was created by a previous BOT it was in conjunction with the strategic planning process that included fundraising.

Grace has also gone through the town report to confirm that we are following the trust fund restrictions properly.

Motion to have Deb Weissman transfer \$775 from the Bean Reading Room Fund to our accounts. GF/JH

Motion passes 5:0

Nonpublic Minutes Review and Spreadsheet

According to a statute from January 2022, the BOT is required to maintain a public list that keeps track of every time we have a nonpublic session. The list must include the date and time of the meeting, the reason for the nonpublic meeting, the reason for sealing the minutes, the date reviewed and the date the minutes became unsealed (if that happens).

Jaime shared the spreadsheet she created that includes the information for the 2023 nonpublic meetings. She will add the information for the 2022 nonpublic meetings as well.

Amos Fortune Fund

This fund is for education purposes related to Amos Fortune. If anyone would like to access money from this fund they need to request it from the JPL BOT. The BOT have to approve the expenditures and then request the money from the Trustee of the Trust Funds.

New Business

Code of Conduct Policy

The old policy stated that children under 12 years old need parental supervision. However, the library is a public building and we can't card kids. We don't know how old they all are. Therefore, it is recommended that the line in the code of conduct policy that relates to this should read -

The library will not serve in loco parentis to monitor children at the library, except at specified library programs. Responsibility for minors rests with the parents/guardians.

Motion to accept new code of conduct policy as presented. GF/DW

Motion passes 5:0

Copy Machine Contract

We cannot renew for another year. We need to upgrade. The upgrade comes with a slight increase in price but it is fixed for 5 years.

Motion to enter into a new contract with Konica Minolta/SymQuest for the copier. GF/EC

Motion passes 5:0

Julie is sick and may not have enough staff to open the library on Monday. The BOT is in support of Julie closing the library to the public on Monday if there is not enough staff.

Motion to adjourn. DW/EC

Motion passes 5:0

Meeting concluded at 1:40 pm.

These minutes were recorded by Jaime Hutchinson.