

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

**Date** July 26, 2023  
**Time** 10:00 am  
**Chair** John Stone

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

**Members of the Public Present:** Richard O'Neill

***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

Richard O'Neill is a resident of Jaffrey who is interested in becoming an alternate member of the JPL Board of Trustees. The meeting began after introductions were made between Richard and the BOT.

### **Approval of Minutes**

Public Meeting Minutes – June 21, 2023

**Motion to approve as presented. GF/DW**

**Motion passes 5:0**

Public Meeting Minutes - July 5, 2023

**Motion to approve as presented. GF/EC**

**Motion passes 5:0**

### **Corresponding Secretary's Report**

As submitted

### **Treasurer's Report**

**Motion to approve as presented. GF/EC**

**Motion passes 5:0**

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

Kevin Sterling (collection) \$120

Friends of the Library (programs) \$450

NH Preservation Alliance (grant reimbursement) \$1850

**Motion passes 5:0**

**Director's Report**

submitted in advance

John Stone took a moment to thank and commend Julie for the JPL summer programming. He also extended his appreciation for the time and professionalism she took addressing concerns from the Friends of the JPL, as well as the Dublin Public Library BOT and Frost Free Library BOT. The rest of the JPL BOT fully agrees with John's comments.

All of the mentioned organizations have been invited to attend a JPL BOT meeting in order to discuss their concerns with the Trustees but no one has attended a meeting yet.

Richard O'Neill raised a question about the concerns from the Friends of the Library. Julie explained that the Friends of the Library is a separate 501c3 organization that collects donations and provides funding for projects at the library. It is not uncommon for there to be conflicts regarding policy and what the library needs. At the JPL Julie may request funds from the Friends of the Library and they vote on whether or not to fund a program. Recently the Friends voted to fund a program but wanted to put out a donation jar. The BOT reviewed our program policy which states that "Library programs shall generally be voluntary, free, and open to the public." The Trustees interpret and understand this to mean that no library program shall charge fees or suggest donations for the program from program participants. The BOT denied the request to put out a donation jar but the Friends of the Library disagree with this decision. The JPL BOT has invited the Friends of the Library to attend a BOT meeting in order to discuss this matter and create a positive working relationship between the two groups.

A few highlights from June:

The library had 900 visitors per every 1 FTE!

The Trustee Room on the 3rd floor which was recently refurbished in order to be more user friendly is always being used by library patrons.

The NH Humanities Project Grant was recently highlighted in the Ledger-Transcript.

Jon Frederick read the Historic Building Assessment that was completed for the JPL and has inquired with regards to trust fund availability to combine with town CIP funds.

Non-resident fees

Our current fee schedule for nonresidents: (paid to the town, not the library)

- \$30 Temporary 6 month
- \$30 Senior (over 65)

- \$60 Individual
- \$75 Household (individual cards for each household member)

After reviewing the cost to the Jaffrey Taxpayers, Julie and the BOT agree that these costs aren't fair to the Jaffrey taxpayers (too low).

Suggested fee schedule for September 1, 2023 (Vote required):

- \$45 Temporary 6 month
- \$40 Senior (over 65)
- \$80 Individual
- \$100 Household (individual cards for each household member)

**Motion to increase the nonresident fees per suggested schedule. GF/EC**

**Motion passes 5:0.**

Richard O'Neill asked about the demographics of nonresidents. Julie said that most are families but many are also seniors who sold their home in Jaffrey and now live at Rivermead in Peterborough.

#### Dublin Public Library

Julie recently met with two members of the Dublin Public Library BOT (at their request). Their library director is resigning as of September 1. They met with Julie to discuss their ideas/plan for creating a relationship with JPL. Julie informed them that some parts of their plan did not follow the law and that forming the type of relationship they are interested in is a much longer process. Further discussions should take place between both libraries' boards of trustees.

Julie encourages the JPL BOT to have these discussions with other library's BOT. Creating a relationship with other libraries could provide income for JPL. But we also have to consider what is best for JPL.

Grace suggested a working session to outline a plan for working with another library. Julie can guide the BOT to the important information that we need to know to have these discussions. Julie advised the BOT to schedule a visit to the Dublin Public Library.

**Motion to authorize Grace Flesher and Julie Perrin to make a visit to the Dublin Public Library. DW/EC**

**Motion passes 5:0**

#### **Old Business**

##### Nonpublic minutes review and spreadsheet

The spreadsheet will be updated each time a non-public meeting is held.

A time needs to be scheduled to review the nonpublic minutes and make a decision as to whether they need to remain sealed. February was suggested.

#### Frost Free Library Update

The Frost Free Library BOT were invited to attend today's JPL BOT meeting but were unable to attend. Their building project has been postponed but they may want to meet this fall. Julie let them know that the BOT is very busy in the fall with budget season.

#### **New Business**

Grace suggested an August work session to address many library topics such as reviewing the strategic plan, creating a timeline for the director review, developing a plan for fundraising, and discussing our relationship with the Friends of the Library. Grace also suggested creating a presentation highlighting the full budget, grant funding, Historic Building Assessment, and our sources of funds.

A work session has been scheduled for Wednesday, August 9 at 10:00 am.

#### Transfer of Funds

**Motion to withdraw \$10,000 from the Wetherell Fund income and principal to cover expenses of cleaning and director disability insurance. DW/EC**

**Motion passes 5:0**

Richard O'Neill leaves the meeting at 11:40 am.

#### **Approval of Nonpublic Minutes**

**Motion to approve nonpublic minutes from March 8, 2023. GF/EC**

Roll Call

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

**Motion passes 4:0:1**

**Motion to approve nonpublic minutes from May 17, 2023. GF/DW**

Roll Call

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

**Motion passes 4:0:1**

**Motion to approve nonpublic minutes from June 1, 2023. GF/DW**

Roll Call

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

**Motion passes 3:0:2**

**Motion to approve nonpublic minutes from July 5, 2023. DW/EC**

Roll Call

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

**Motion passes 5:0**

**Meeting concluded at 11:53 am.**

**Motion to adjourn. EC/DW**

**Motion passes 5:0**

**These minutes were recorded by Jaime Hutchinson.**