

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

**Date** August 16, 2023

**Time** 10:00 am

**Chair** John Stone

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

**Absent** Emily Carr

***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 appoints Jim Draper a voting member in the absence of Emily Carr.

**Approval of Minutes**

Public Meeting Minutes – July 26 and August 9, 2023

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

**Motion passes 5:0**

**Corresponding Secretary's Report**

As submitted

Thank you to the corresponding secretary for her continuous thoughtful correspondence.

**Treasurer's Report**

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

**Motion passes 5:0**

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

NH Humanities Council Project Grant, \$2000

**Motion passes 5:0**

## **Director's Report**

As submitted

The Trustees noted that it was a very thorough report.

## **Overview of Consortium Services/Dublin Public Library Update**

Julie and the BOT have had numerous inquiries from other local libraries about the possibility of consortium services.

Julie shared information about the value of consortium services and what that arrangement could look like. Right now everyone is maxed out (library staff and tax payers). In addition, libraries compete against “higher priorities” in municipal funding. Developing consortium services is a way to build strong relationships between small libraries and better future proof our services.

Consortium services involves creative problem solving:

- maximize resources through reciprocity
- maximize grant opportunities
- cost sharing for resources
- shared staff development
- fostering town to town cooperation over competition
- peer support in surrounding communities as opposed to competition

It creates a positive message to the town and public that we are not asking for more but are creatively working to need less without reducing services.

What does it look like?

- The JPL may serve as a regional center of a PILOT consortium for a small fixed annual fee (simple contract).
- There will be a learning curve.
- To be part of the consortium a library must use Biblionix Apollo.
- We could change the way rural library services work.
- Each library maintains its own library cards but they are accepted at all member libraries.
- Must have municipal escape clause
- Member libraries provide all patrons with access to collections, programs, and services.
- Each trustee board maintains autonomy with library lending policies.
- May include extra ILL (foster sharing of services)
- Professional service sharing only as relates to consortium so fees would not be necessary.
- Possible creation of a substitute pool.

Grace shared that Dublin is eager for a partnership. A consortium is one option. This would be more about cost containment than revenue generating. Grace wholeheartedly endorsed the consortium idea and strongly recommended exploring this option with the Dublin Public Library BOT. We must also continue to look for innovative ways of embracing the future.

Jim thinks this is a tremendous idea but is concerned about the JPL having the staff or resources available to make this viable. He is concerned about an increased workload for Julie. He also wonders if cost containment is a reality.

Julie explained that in larger communities there is a large cost to being part of a consortium. For instance, in Massachusetts there is the Minuteman Library Network. To be part of this consortium libraries have to pay significantly. Part of the reason is because a common ILS needs to be created. However, our ILS is Biblionix Apollo which caters to small libraries. It has many important features that make sharing easy. These features do not have an extra cost. It is an excellent system that has won many awards.

Deb wondered about sharing the cost of Libby Overdrive because the cost has been increasing for us. Julie shared that the state librarian discourages this because the cost is determined by population size and usage. But Julie shared that there are other resources not related to population size and usage and those costs may be shared. Each resource has its own list of rules.

John thinks this is a great program. He questioned Julie about the increased workload/stress for the staff. Julie explained that anything new involves a learning curve and a certain amount of stress but once it's up and running it should be just like anything else that's new.

Right now, one of the challenges is that Dublin and Marlborough do not currently have strong professional leadership. Dublin just posted for an interim library director. Their current director leaves at the end of August. Marlborough's new director starts September 1.

As part of the consortium arrangement, John wanted to be clear that Julie needs to set boundaries so that consulting on Jaffrey time is only related to consortium services, and not library specific needs of other libraries who are seeking her expertise. Any other type of consulting, outside of consortium needs, would need to be on her own time, in accordance with her employment contract.

The fees associated with the consortium services would need to be decided between the libraries' BOT.

**Motion to tell Dublin Public Library that we are interested in moving forward with a discussion about consortium services. DW/GF**

Roll Call

John Stone	Aye
Jaime Hutchinson	Aye
Deb Weissman	Aye
Grace Flesher	Aye
Jim Draper	Nay

**Motion passes 4:1**

John and Julie will attend the Dublin Public Library BOT meeting tonight.

### **Programming Library Position**

There have been changes to this position because we haven't been able to fill it. The BOT used some of the money to increase hours and pay for current staff members to maintain the same level of library services. There is a current staff member who has expressed interest in this position even if it's part time.

Julie shared that a more strategic option with this position would be to keep it part time (within the current budget) until halfway through 2024. Consequently, our request in the 2024 budget would be lower.

### **Motion to enter nonpublic session. DW/JD**

#### **Specific Statutory Reason cited as foundation for the nonpublic session:**

  X   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.

### **Roll Call to enter nonpublic session**

John Stone	Aye
Jaime Hutchinson	Aye
Deb Weissman	Aye
Grace Flesher	Aye
Jim Draper	Aye

**Motion passes 5:0**

**Entered nonpublic at 11:13 am.**

**Public session reconvened at 11:35 am.**

**Motion to seal minutes because it is determined that divulgence of this information likely would... GF/DW**

☒ Affect adversely the reputation of any person other than a member of this board;  
☐ Render a proposed action ineffective; or  
☐ Pertains to preparation or carrying out of actions regarding terrorism.

### **Roll Call**

John Stone	Aye
Jaime Hutchinson	Aye
Deb Weissman	Aye
Grace Flesher	Aye
Jim Draper	Aye

**Motion passes 5:0**

**Motion to promote Kelley Ferro to part-time non benefited position of Programming Librarian at the terms discussed. JD/DW**

Roll Call

John Stone                      Aye

Jaime Hutchinson            Aye

Deb Weissman                Aye

Grace Flesher                Nay

Jim Draper                    Aye

**Motion passes 4:1**

### **New Business**

Circulation Policy Update - Julie presented an update to the circulation policy that included a change to the non-resident fees as well as a change to the DVD loan limit.

**Motion to update circulation policy as presented. GF/DW**

**Motion passes 5:0**

Outdoor Sign - Grace shared that the BOT needs to do fundraising for this project. There are no unrestricted trust funds available.

2024 Budget Discussion Schedule - Budget discussion will take place at the October BOT meeting.

Director Performance Review Schedule - October 11 at 10:00 am.

The next scheduled BOT meeting is Wednesday, September 20 at 10:00 am.

The Friends of the Library have been invited to attend. We will extend the invitation to be from 10:30-12:00.

John will extend an invitation to the Dublin Public Library Trustees for 12:30-1:30. If that doesn't work for them we will offer Monday, September 18 from 5:00-6:00.

**Motion to adjourn. JD/GF**

**Motion passes 5:0**

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