

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

Date September 20, 2023

Time 10:00 am

Chair John Stone

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

Absent Jim Draper (alternate)

Others Present Mary Jo Marvin, Nancy Clapp, Nan Beiter, Nancy Sterling
(Friends of the Library Board Members)

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

10:07 am JS

Public Hearing to Accept and Expend Grant Funds from MilliporeSigma for STEAM Learning 2024.

Motion to accept and expend, with great gratitude, the grant funds of \$20,000 from Millipore Sigma for STEAM Learning 2024. GF/EC

Roll Call

John Stone Aye

Jaime Hutchinson Aye

Deb Weissman Aye

Grace Flesher Aye

Emily Carr Aye

Motion passes 5:0

Approval of Minutes

Public Meeting Minutes – August 16, 2023

Motion to approve as presented.

Motion passes 5:0

Motion to table the public minutes of September 18, 2023. GF/EC
Motion passes 5:0.

Corresponding Secretary's Report
no report this month

Treasurer's Report August 2023
Motion to approve as presented.
Motion passes 5:0

Motion to accept and expend the following donations/grant funds: GF/EC
Emily Carr \$200 for teen space
CLG grant reimbursement \$1500
Motion passes 5:0

The JPL gratefully accepts Emily's donation.

Director's Report
As submitted

Some staff members have left for college or returned to a school year work position.
In response Julie has added a new library page and has promoted a current library page to the position of library aide.

The circulation for August 2023 was the highest of any August on record.

Friends of the Jaffrey Public Library

Mary Jo Marvin, Nan Beiter, Nancy Clapp, and Nancy Sterling enter the meeting at 10:25 am.

Mary Jo Marvin shared some concerns of the Friends of the Jaffrey Public Library.
Their first concern was in regards to the communication and relationship between the JPL Board of Trustees and the Friends of the Jaffrey Public Library. It is the hope of the Friends that communication between the two groups can improve. In the past there was a JPL Trustee on the Board of the Friends and a good exchange of information. Julie shared that years ago, the Trustees voted not to allow Trustees to serve on the Friends board due to what they felt was a conflict of interest, after receiving guidance from the state library with regards to best practices and in response to some board concerns. There was additional discussion on this point.

The Friends Board meets 4-6 times a year (sometimes on Zoom). Mary Jo expressed that it would be great if a JPL Board member could come to a meeting. Collaboration between the two groups is key. We are all working toward the same goal of helping the library. It would be great for the Friends to know what the Trustees are doing.

Their other concern was in regards to a donation jar being placed out during a program. The Friends are funding an expensive craft program on November 18 and were hoping to put out a donation jar to help offset the cost. They acknowledged that the wording on the jar would be important and there would be no expectation for people to pay. It would be a subtle ask and not intended to make people feel guilty. They noted that there used to be a “conscience jar” at the library check out desk in lieu of collecting library fines. They also noted other free programs that have donation jars such as the Amos Fortune Forum. A donation is not expected but is appreciated. Their goal is to do more adult programming and donations would be helpful. They were curious about the policy and its restrictions.

John responded by thanking the members of the Friends for coming to the meeting so that we can discuss their concerns in person. He invited them to attend trustee meetings that are public or read the posted minutes to know what is going on. He also expressed appreciation for what they do and that teamwork and collaboration is also a goal for the BOT. John asked questions about their members and their meetings.

Mary Jo shared that the Friends have 50-60 members and they are all invited to an annual meeting. (Pre-Covid this was an annual tea). The Board of the Friends of the Library meets 4-6 times a year and these meetings are open to the public. They communicate with the members of the Friends through a newsletter. They are working on a new newsletter with the hopes of better communication with their members. Their two major fundraisers are dues/donations and book sales.

John reiterated that the trustees make policy for the library and it was library policy that programs be free. The trustees had previously voted on the Friends request, and denied it because it did not fit with our policy. Deb said that putting out a donation jar might send the wrong message to people attending a free program.

Grace shared a larger fundraising concern that would benefit from a collaboration between the Friends of the Library and the Board of Trustees. There is a very large financial difference between the library’s town budget and the actual cost to run the library. Julie is able to procure grant funding to help pay for library programs. However, the library is always under huge fundraising pressure. The reality is that more income needs to be generated. The BOT has recently created the Jaffrey Public Library Future Fund and the Clay Library Fund. A

collaborative fundraising effort between the Friends and the BOT would be very beneficial to supporting a larger need than programs.

Nan asked if the library has approached corporate sponsors. Julie responded that the library does this for certain programs such as the Summer Learning program. We have several corporate sponsors and just received a significant corporate grant. Nan mentioned that the library could also ask for sponsors for ongoing operations.

The next Friends meeting will be October 30 from 10:30-11:30. John and Grace may both be able to attend.

The Friends of the Library Board Members left the meeting at 11:25 am.

Old Business

October 11, 2023 at 10:00 am - Director Performance Review

October 18, 2023 at 10:00 am - next JPL BOT of Trustees meeting - Budget discussion

Consortium Services Summary/Update

Julie expressed some concerns that she had following the September 18 meeting between the JPL BOT and the DPL BOT. Grace, John, and Julie had already previously met and/or communicated with Chris Sprague and Pam Bator concerning the idea of consortium services. From comments and questions brought up during the meeting it did not appear that this information had been conveyed to the other DPL Trustees. They did not seem to be sufficiently aware of the roles of Trustees, Library Director, or library services. It was also clear that they hadn't discussed finances related to the consortium ahead of this meeting.

The JPL Trustees discussed the importance of setting clear boundaries if we move forward with the consortium. The contract will need to set very clear boundaries and expectations including the payment for the start up fee.

A discussion was had to clarify the question asked by a DPL Trustee as to how long the offer would be available. It was decided that a response is needed from the DPL BOT by October 15, 2023 (either positive or negative). John will contact the DPL BOT Chair, Chris Sprague with this information.

New Business

Deb informed John that the Trustees had nominated him for the NHLTA Lillian Edelman Trustee of the Year Award. John wasn't chosen as the recipient of this award but Deb wanted John to see the nomination letter that the Trustees and staff had submitted in appreciation of his commitment to the JPL BOT.

Grace emphasized the need for the Trustees to prioritize fundraising as we move forward.

Fundraising efforts could help support the Future Fund and the Clay Fund as well as help support a full time staff position.

Jaime expressed her support for Grace's idea but also expressed her concerns with the lack of fundraising experience among the current Trustees. In order for fundraising to be successful there needs to be people involved who have expertise in this area. Ideas shared among the Trustees were to think of new ways to fundraise, bring on new Trustees with experience, and/or to hire an outside consultant.

Meeting concluded at 12:38 pm.

Motion to adjourn. DW/EC

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.