

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

**Date** December 20, 2023

**Time** 10:00 am

**Chair** John Stone

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

**Members of Community Present:** Judith Goff

***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**

10:02 am JS

### **Approval of Minutes**

Public Meeting Minutes – November 15, 2023

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

**Motion passes 5:0**

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

As submitted

Trustees expressed appreciation for all of Emily's hard work.

### **Treasurer's Report**

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

**Motion passes 5:0**

Grace and Deb are continuing to work on making the Google Sheets financial information smoother and easier to read.

Deb addressed questions Julie had about the petty cash line in the Treasurer's Report.

For accounting purposes, Deb requested that Julie complete her ordering for the rest of 2023 soon.

Grace asked about applying the money from the Amos Fortune Fund to pay for the digital history kiosk on the 3rd Floor. Deb explained that she requested funds from the Trustee of the Trust Funds and is waiting to hear back from them. In the meantime, she needed to pay the bill.

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

Anonymous cash      \$15.00

James Draper \$200.00

Nat Tupper Family Memorial Gift      \$400.00

**Motion passes 5:0**

**Trustee Positions 2024**

Jaime and Grace are up for reelection in 2024.

John shared an email that Jaime had written to him explaining that she will not be running for reelection. Although, she has enjoyed her time on the Board and appreciates the other Board members and the work that they do, she needs to focus her time on her family and her job. John expressed appreciation for her contributions to the BOT. Jaime's last meeting will be February 2024.

Grace intends to run for reelection.

Julie invited Judith Goff to today's meeting as a potential alternate trustee and/or future board member. Julie invited Judith because of her positivity about the library and her interest in the next generation and ways to engage them civically. Judith introduced herself and explained that she was born and raised in Jaffrey but left when she went away to college to study politics. She lived in Kentucky and Washington D.C. and has professional experience in secretarial work and research as well as in planned giving. After retirement she returned to Jaffrey in 2019.

In order to fill an alternate position on the Board, the BOT needs to appoint a person and then the Select Board needs to approve them. The position of a voting board member is an elected position and the window for filing is January 24 - February 2, 2024.

**Director's Report**

as submitted

This month has been very busy and has seen many new families using the library. There have been many post-COVID issues that have been observed such as more cognitive, developmental, and behavioral issues with children, increased stress level of parents, and unattended children.

Julie has recently met with Susan Shaw-Sarles who is now working as the Community Schools Planning Coordinator for a birth - age 8 grant. The library is already addressing many of the needs that this grant targets. Julie has a meeting in January with Susan and the River Center about addressing the needs of COVID babies and their parents.

Julie is thankful that the last Friday of each month, starting in January, will be reserved for staff development. Julie is the only professional librarian on staff and it's challenging to find the time

to provide the other staff with the training they need. Having one Friday a month will be beneficial for everyone.

Town of Sharon 2024 - The town of Sharon currently pays \$3750 for their contract with the JPL. This price has never increased. The BOT did recently raise the non-resident fees to better reflect an increased cost in offering services. A discussion was had about whether or not to increase the Sharon fee to reflect the 3.8% in our town budget request.

**Motion to increase the Sharon fee for library services to \$3900 for 2024 to reflect our increased cost. GF/DW**

**Motion passes 5:0**

It is the intention of the JPL BOT to increase future annual fees for the Sharon contract reflective of the increase in the Town of Jaffrey annual budget request.

#### Tupper Memorial Gifts

The family of Jinny Tupper made a gift to the JPL last year after Jinny's passing. This donation was restricted to children's collections. The family recently made another gift to the JPL in the amount of \$400. The \$400 gift this year is unrestricted. Julie and the BOT had a discussion as to what would be the best use of this generous gift.

**Motion to restrict the \$400 Tupper Memorial gift to collections GF/EC**

**Motion Passes 5:0**

#### **Budget Update 2024**

The Public Budget Review is scheduled for Saturday, January 6, 2024 at the Jaffrey Fire Station. The time scheduled for the library budget review is 10:35-10:50. Trustees should plan on arriving at 10:25.

The town manager had no issues with the budget that Julie presented.

Last year the budget committee was in favor of Julie and the BOT hiring someone to fill the Assistant Director position. However, Julie and the BOT were not able to find someone qualified for this position for the salary being offered. Instead funds, resources, and a benefits package were reallocated in order to keep the current staff and offer the same level of services. The BOT thinks it is important for Julie to convey this information to the budget committee. Our current budget request does not reflect the need for another professional staff member. We would need to add another benefits package.

It is a sustainability issue to only have one professional librarian on staff.

## **Old Business**

Preservation Project Priorities - Julie has asked to encumber funds for repairing the slate roof and copper flashing. This was the number one priority in the general repairs and maintenance list from the Historic Building Assessment. There is a certain process for encumbrance and it has to be designated for something that wasn't able to be completed in 2023.

Melanson Roofing came out last week and Julie is waiting to receive an estimate from them.

Julie is also waiting for approval from Jon Frederick.

Julie also inquired about using encumbered funds to deal with the fiber conduit issue.

A discussion continued about the Moose Plate Grant.

The Division of Historical Resources (NHDHR) awards grants up to \$20,000 for the preservation of publicly owned historic buildings and structures through the Conservation License Plate Grant Program. After reviewing the Historic Building Assessment priority list for repairs and maintenance, the BOT agreed that priority should be given to exterior trim repairs/painting for the historic exterior window trim and eyebrow window. Julie will get quotes for this work. The letter of intent to apply for the 2023 Moose Plate grant was May 5. Julie will request the timeline/dates for 2024.

National Register Plaque - There is a grant available to pay for national register plaques but if we receive the grant the foundation that paid for the grant must be listed on the sign. Grace suggested that we wait until the JPL Foundation is created and then we can list our own foundation on the sign. The BOT was in favor of waiting before moving ahead with the library lawn sign.

However, we can get a simpler bronze plaque to place on the building itself. The Friends of the Library has invited Mae Williams to speak in February. It would be great to tie in a building plaque with this program. Grace will measure the area on the front of the building where the bronze plaque could be placed. Julie will get a price quote and installation fee and request funding from the Friends of the Library.

## Foundation

Grace and Emily have had many conversations about creating a foundation for the JPL.

Some of the advantages are:

- can apply for grants that require 501(c)3 status
- can have anonymous donors
- directors don't have to be residents of Jaffrey
- separate from BOT

There are certain steps for creating a foundation such as drafting bylaws and having a founding Board of Directors. Grace would like input from the BOT during this process. She will send out sections of the bylaws on Google Drive and invite the BOT to make comments.

Grace also suggested that the BOT host hospitality events in the future to help recruit people to be on the Board of Directors for the new foundation and to spread the word.

A work session to further discuss the creation of a foundation is scheduled for Wednesday, January 10, 2024 at 10:00 am.

### **New Business**

Julie received the 2024 Fassett Farm estimate of \$1850. This estimate is for garden maintenance, spring clean up, mulch where needed, and routine weeding. The price has not increased from last year. Fassett Farm is now requesting a \$462.50 deposit.

Deb said we can pay this but have to wait until January.

Grace momentarily left the room.

**Motion to pay the Fassett Farm deposit of \$462.50 in early January for the 2024 garden maintenance. DW/EC**

### **Roll Call**

John Stone                      Aye

Deb Weissman                Aye

Emily Carr                    Aye

Jaime Hutchinson          Aye

**Motion passes 4:0**

Grace reenters the meeting.

**Meeting concluded at 11:55 am.**

**Motion to adjourn. EC/DW**

**Motion passes 5:0.**

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