

Jaffrey Public Library Board of Trustees Meeting Minutes

Date May 5, 2020
Time 3:00pm
Chair John Stone

Present Emily Carr, Grace Flesher, John Stone, Deb Weissman, Julie Perrin (Library Director), Andrea Connolly (Youth Services Librarian)

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

3:01pm JS

Read by Julie Perrin:

As a Representative of the Chair of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 939 4597 3059 and password 405997, or by clicking on the following website address:

<https://us02web.zoom.us/j/93945973059> and entering password 405997.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Jaffrey Public Library at www.jaffreypubliclibrary.org

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email jperrin@townofjaffrey.com.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call

Julie Perrin	No other person in the room
Andrea Connolly	No other person in the room
Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room
Emily Carr	No other person in the room

Approval of Minutes

4/14/2020 Regular Meeting

Motion to approve as presented DW / EC

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

Motion carries 4:0

Treasurer's Report

As distributed

Motion to approve as presented GF / EC

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE

Motion carries 4:0

Corresponding Secretary

Nothing to report this month.

Library Director

As distributed. Trustees thank Julie for her thorough and comprehensive report.

Old Business

Employee Health Insurance

As voted at the prior Board Meeting, Chair John Stone issued a letter to the Select Board and Town Manager outlining the Library Board's concerns regarding this matter.

On April 30, 2020, John, Grace and Julie met via Zoom with Selectman Frank Sterling and Town Manager Jon Frederick to discuss the letter. One matter was raised in the Zoom session that was not addressed in either the Board's motion of April 14, 2020, or their letter to the Town, viz, the Cost of Living Adjustment (COLA) for Library staff that was approved by the Board of Trustees. It was repeatedly mentioned by Selectman Sterling and Town Manager Frederick that the Town had negotiated COLA and health insurance as one item with both bargaining units in the Town, namely the Police and the Department of Public Works. One bargaining unit opted to remain on the higher cost insurance plan (Green Plan) but forego a COLA. The other bargaining unit chose to receive a COLA and move to the lower cost insurance plan (Yellow Plan). In the Zoom meeting, Selectman Sterling and Town Manager Frederick stated that the Library employees could request the higher cost insurance plan, or a COLA, but not both. John explained that the Library Board, as employer, has sole authority to set compensation for library employees (RSA 202-A:11 v). John went on to explain that the Library Board would reach a final decision on employee insurance and vote on this matter at the next meeting, May 5, 2020. Selectman Sterling explained that he would need to consult with the other members of the Select Board.

Julie spoke to the compensation received by Library staff, which is considerably lower than compensation levels across Town departments. A Library employee with a Masters degree is paid less than a clerk in many other Town departments.

Both Julie and Andrea said the Library staff feel supported by the Board of Trustees. Andrea mentioned that staff in libraries across the state are experiencing varying levels of support from their respective Boards, and she feels the Jaffrey Board definitely "has the back" of the employees here.

Julie detailed the amount of COLA that will be received by the four benefited Library employees.

Did the Library Budget submitted to the Town, and approved by the Town Budget Committee include COLAS for all employees? Yes.

In the total health insurance cost for the Town, approved by the Town Budget Committee, was it assumed that the four Library employees would join the Yellow Plan? Yes.

Per RSA 202-A:11 v, the Board of Trustees is solely responsible for determining the compensation of Library employees.

Motion: The Board of Trustees hereby sets the compensation for 2020 for benefited Library employees to remain on the current health insurance plan (Green Plan through School Care). GF / DW

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Motion: Board to prepare a letter notifying the Select Board and Town Manager of the Board's health insurance decision for 2020 for benefited Library employees. DW / GF

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Chair John Stone will reply to the recent email from School Care regarding health insurance for benefited employees in 2020.

Pandemic Policy

Review and revise the existing Pandemic Policy, per the draft submitted by the Library Director.

Revisions to Sections I and V approved as drafted

Proposed Section VIII removed. The Board will consider this item at our next meeting and, if approved, will amend the Policy again.

Motion: Approve the Revised Pandemic Policy (revisions to Sections 1 and V). GF / EC

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

Review of Budget Considerations

This item will be discussed at the next Board Meeting.

New Business

Interim Service Plan

This item will be discussed at the next Board Meeting.

Liability associated with serving on State Library Task Force

Julie reported on the current situation, issue of liability.

After discussion, the Board encouraged both Julie and Andrea to withdraw from the task force.

No motion needed.

Alternate Trustees

This item will be discussed at the next Board Meeting.

Next Meeting

Tuesday, May 12, 2020

11:00am

Zoom

Meeting concluded

5:02pm

Motion to adjourn EC / DW

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Motion carries 4:0

These minutes recorded by Grace Flesher.