

**Jaffrey Public Library Board of Trustees
Meeting Minutes - Work Session**

Date August 9, 2023
Time 10:00 am
Chair John Stone

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

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

The purpose of this work session was to discuss, understand, and articulate the library's needs in terms of staffing, building needs, budget costs, and sources of money with the hopes of creating a common language that Library Trustees can share with the public.

The strategic agenda was reviewed.

Financial Realities

2022 Economic Activity

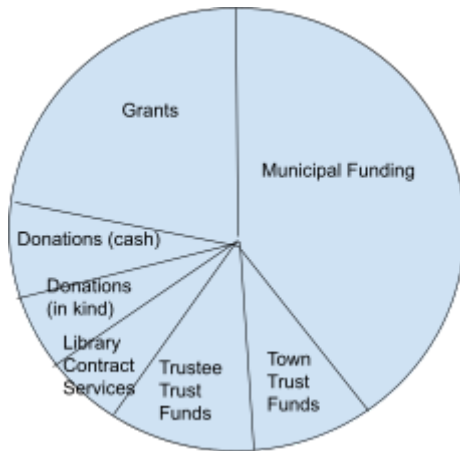
Town Budget	\$340,000.00
Library Service Contracts	\$3750.00
Grants	\$35,560.00
Donations (cash and in-kind)	\$12,948.00
Friends of Library	\$2710.00
Trustee Funds	<u>\$25,686.00</u>

Total: \$420,654.00

The total economic activity for 2022 was \$420,654. The Town Budget covered \$340,000, which means that about \$80,000 was covered by other sources.

It should be noted that there is a cost in obtaining and managing grants. However, this can't really be quantified because each grant is different and requires a different amount of time and attention from Julie.

It is the intent to create a pie chart similar to the one below.



****Please note: the size of each “pie slice” is not accurate.**

Each pie slice should have an explanation such as

Municipal funding - what does the RSA state?

Town Trust Funds - % restricted and % unrestricted

Trustee Trust Funds - donor intent, % restricted, % unrestricted

Grants - always a “cost” to obtaining grants

The town funding is the only thing guaranteed. Grants, service contracts, and donations are not a definite source of funding. The amount changes each year. And the stock market can change and effect the amount of income generated from trust funds.

The amount of income that is generated by the Trustee Trust Funds should also be noted. The Principal Balance on most trust funds cannot be touched. The exception is the Wetherell Fund. However, if money is taken from the principal balance of the Wetherell Fund this will affect the amount of income that is generated in the future.

Staffing Needs

Because the staff salaries were chronically low for years, there has been a large increase in staffing cost in the recent budgets. This increase pays for more staff, more qualified staff, and higher trained staff. However, even at the current rate of pay the staff are still low on the non-union wage scale and still paid less than staff at other NH libraries.

There are also a lot of things in the JPL budget that make the staffing line look inflated. Retirement, social security, and medicare are all in the library budget as opposed to the town budget. In other NH towns these things are part of the town budget.

The JPL salaried position remains unfilled because the salary isn't sufficient to attract qualified staff. The Trustees therefore redistributed some of those funds in order to retain current staff (increase in rate of pay and hours) and keep the library open at the same level of service. If this hadn't been done the library would have had to reduce the number of open hours.

The JPL is currently open 43.5 hours per week. This equals 49.5 service hours for staff. For the month of June there were 900 patrons per 1 FTE. (full time equivalent)

Changing Patron Profile

The needs of patrons have changed.

The JPL has become a location where many residents come to learn about and access public services (WIC, tax help, computer use, etc.). When inflation increases residents come to a place that is welcoming and free. New residents also frequently visit libraries to become familiar with the area.

Many people are working remotely so there are families in the library at times that weren't present before. Many people have moved from the city.

Changing Role of Library Staff

Trauma informed training is now part of staff training. This includes active shooter training, active shooter response, and narcotics training.

It should be noted that the library is a non-rostered open public space. It is not possible to know exactly who or how many are in the building at any given time.

Fundraising

Our Strategic Agenda includes fundraising. Our current board has not actively done this. We need to make this a bigger focus. We've created two new trust funds and we need to actively fundraise for these.

Many people think that they are donating directly to the library when they donate to the Friends of the Library. The Friends is actually a separate 501c3 that supports the library. It is the intent of the Trustees to meet with the Friends of the Library and strengthen the relationship between the two organizations. We could encourage and collaborate on their fundraising efforts.

Building Needs

A more accountable CIP process for the library would be helpful. Julie has a list of projects that she has submitted which includes exterior work to make the emergency exits safe and a generator which would allow the library to be an emergency center.

When assessing building needs the Trustees should begin by looking at the list in the Historic Building Assessment.

Next Steps

1. Create materials to support discussion of our financial realities and needs.
2. Take steps to strengthen the dialogue with the Town regarding the CIP process and building needs identified in the Historic Building Assessment.
3. Take steps to strengthen the relationship between the Friends of the Library and encourage a specific fundraising role for the Friends to add to the Future Fund.

Meeting concluded at 12:13 pm.

Motion to adjourn JH/GF

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.