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2 Nonpublic Session Minutes – Not Sealed
3 Jaffrey Public Library
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6 August 17, 2017
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8 Present: Nancy Clapp, Travis Shattuck, Emily Carr, Tammy Cummings, Pat Maclsaac, and
9 Julie Perrin, Library Director

10 Via FaceTime: Francis McBride, Pamela Armstrong

11 Absent: Becky Newton
12

13 Clapp made a motion to enter Nonpublic Session, per Statute RSA 91-A:3, II (a). The motion
14 was seconded by Maclsaac. The Board votes unanimously (5-0) to enter Nonpublic Session.
15

16 **Roll Call Vote to enter NonPublic:**

17 Travis Shattuck : Y

18 Pat Maclsaac: Y

19 Nancy Clapp: Y

20 Tammy Cummings: Y

21 Emily Carr: Y
22

23 Entered nonpublic session at 11:30 a.m.
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25

26 The present staffing situation at the library was discussed in the context of workplace safety and
27 increased library usage, coupled with the “Big Shift” as the physical space is reconfigured and
28 the third floor prepares to be reopened.
29

30 Perrin presented a new job title and job description for Children’s Librarian Andrea Connolly for
31 a Youth Services Librarian position that better reflects her job duties, is in keeping with the DOL
32 tests for hourly versus salary, and includes Andrea’s goals to be more active in teen services.
33 The new description was discussed with one edit required.
34

35 Maclsaac made a motion and Shattuck seconded to accept the new job title and job description
36 for Youth Services Librarian, as amended, for Connolly. Vote in favor 5 – 0.
37

38 Perrin presented the safety and service demand issues presently facing the library. To date,
39 Perrin has kept the salary line on track by minimal use of subs and working the extra hours of
40 the Library Assistant position vacated in May on top of her own. During that time, circulation and
41 gate counts have seen a significant rise (circ 18-26%) over the same time last year. With the
42 main desk now being staffed by professional staff, the number of reference questions being
43 answered has nearly doubled, inter-library loan has increased, and all service usage has
44 experienced a significant increase. Summer reading participation was more than doubled from

45 2016 (139 participants in 2016 to 320 participants now in 2017). As demand increases and
46 lines get longer, it becomes increasingly difficult to man all the floors, even while introducing
47 self-checkout.

48
49 To address the service demand and workplace safety, Perrin presented the plan for a new Adult
50 Access services position for another full-time MLS qualified librarian.
51 Budgetary considerations were discussed for both the remainder of 2017 and 2018. Perrin
52 presented several alternate staffing budget plans.

53
54 Clapp made a motion and Maclsaac seconded to create a new full-time Adult Access Services
55 Librarian position to take effect August 21, 2017. Vote in favor 5 – 0.

56
57 Clapp made a motion and Cummings seconded to offer the new full-time Adult Access Services
58 Librarian position to present Library Assistant substitute, Alyson Montgomery, (who holds two
59 Master's degrees (MBA and MLS),) to take effect August 21, 2017. Vote in favor 5 – 0.

60
61 Clapp made a motion to exit out of the nonpublic and resume public session The motion was
62 seconded by Maclsaac. The Board votes unanimously (5-0) to reconvene Public Session.

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64 **Roll Call Vote to exit NonPublic:**

65 Travis Shattuck : Y
66 Pat Maclsaac: Y
67 Nancy Clapp: Y
68 Tammy Cummings: Y
69 Emily Carr: Y

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71 Public session reconvened at 12:15 pm.

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73 These minutes were not sealed.

74
75 These minutes recorded by: Julie Perrin

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