

1 Jaffrey Public Library Board of Trustees  
2 Meeting Minutes – August 22, 2017  
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4 Present: Nancy Clapp, Travis Shattuck, Emily Carr, Tammy Cummings, Pat MacIsaac, and Julie  
5 Perrin, Library Director, Tim McMahon – Bellows Nichols (until 1:25 pm)  
6 Via FaceTime: Francis McBride, Pamela Armstrong  
7 Absent: Becky Newton

8 The meeting was called to order by Acting Chair, Nancy Clapp at 1:05 pm.

9 Clapp appointed alternates Tammy Cummings and Travis Shattuck to act as a voting members  
10 in the physical absence of McBride and Armstrong.

11 Tim McMahon from Bellows-Nichols Insurance in Peterborough presented information on  
12 options for disability insurance for Julie Perrin, per the requirements of her contract. The  
13 discussion included the pros and cons, and cost-effectiveness of individually purchased policies  
14 versus a group policy that covers all three full-time library employees. No decision was made.

15 **Action:** Perrin will provide McMahon with the necessary information on all three employees so  
16 that he may prepare an accurate quote.

17 Secretary's report: Cummings made a motion, and MacIsaac seconded, to accept the August 17  
18 minutes as amended. Vote in favor: 5-0.

19 Cummings made a motion, and MacIsaac seconded, to accept the June 27 minutes. Vote in  
20 favor: 5-0.

21 Treasurer's report: MacIsaac reported that the \$1,000 check received from the American  
22 Library Association for the Teen Read Week grant program has been deposited. Perrin  
23 reported that she and Youth Services Librarian, Andrea Connolly would be spending the money  
24 soon, per the grant requirements and will come to the board to be reimbursed from those  
25 grant funds.

26 MacIsaac also reported on clarification by Attorney Kelly Dowd on the details and transcription  
27 costs in his most recent invoice.

28 Perrin reported that the Town Finance office told her that Marilyn Simons had not cashed her  
29 last paychecks. **Action:** Perrin will suggest to the town office that they write Simons a letter to  
30 be sure they have been received.

31 Clapp made a motion, Carr seconded, to accept the Treasurer's report. Vote in favor: 5-0.

32 Library Director's report: Perrin's written report had been distributed in advance of the  
33 meeting. The highlights of the report were a dramatic rise in circulation and participation in the  
34 library. No one had any questions.

35 Old Business:

36 Perrin presented the most recent quote for HVAC from Monadnock Cooling Systems. She also  
37 shared information about a leasing program through TD Bank. **Action:** MacIsaac, Clapp and  
38 Perrin will form a committee to find out more about financing options and report back to the  
39 board.

40 Perrin also presented the information requested by the Board on rebates from Eversource for a  
41 conversion to LED for the library's light fixtures, per a proposal Glenn Ruschioni (Town of Jaffrey  
42 DPW) received from Grace Electric earlier in the year. The board reached a consensus to table  
43 the discussion of Grace Electric's proposal until September's agenda.

44 Perrin provided updates on outstanding issues with DPW. Ruschioni has not yet been available  
45 to check the condition of the gutters on the back of the building. (The other gutters being  
46 clogged with leaves seems to have been the source of the ground floor entrance flooding, and  
47 since resolved by Cummings, there has been no further water, even in a summer of heavy  
48 rains.) **Action:** Perrin will follow up with Ruschioni.

49 Perrin provided an update on the security gates for the basement. We have been waiting for  
50 the new ones to arrive and be installed by DPW. (The first ones arrived at DPW damaged.) We  
51 do not yet have an installation date from Ruschioni.

52 DPW has had limited availability to help with projects at the library, and Perrin and Connolly  
53 have been relying on themselves and a few volunteers for the heavy lifting of the Big Shift.

54 Perrin reported on her meetings with Neatly Done regarding finishing the drywall and providing  
55 a quote for cleaning/maintenance.

56 Perrin also reported on the limited scope of our present contract with McGurty Maintenance  
57 for cleaning the library. A fair amount of additional cleaning, including bathroom maintenance,  
58 has been performed by library staff in order to maintain cleanliness, particularly with such a rise  
59 in usage of the library.

60 A discussion followed on the cost of the contract and possible cleaning/maintenance options  
61 were discussed. **Action:** Carr will contact Dust to Shine for a possible quote.

62 Cummings provided an update on the 2<sup>nd</sup> floor renovation. She presented a description of the  
63 bathroom progress, as well as options for the additional woodworking to be done on that floor.

64 **Action:** Cummings will contact Andy Webber to have him look at the woodworking needs on  
65 the 2<sup>nd</sup> floor.

66 The board set their next meeting to be Tuesday, September 26 at 1 pm in the Trustee Room of  
67 the library.

68 **Motion to adjourn** made by Carr, seconded by Maclsaac. The Board voted unanimously to  
69 adjourn at 3:12 pm.

70 **These minutes recorded by** Julie Perrin, Library Director.

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