

1 Jaffrey Public Library Board of Trustees
2 Meeting Minutes – September 26, 2017
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4 Present: Francis McBride, Pamela Armstrong, Nancy Clapp, Travis Shattuck, Emily Carr, Tammy
5 Cummings, Pat MacIsaac, Becky Newton and Julie Perrin, Library Director,

6 The meeting was called to order by Chair, Fran McBride at 1:07 pm.

7 Secretary's report: MacIsaac made a motion, and Clapp seconded, to accept the August 22
8 minutes. **Vote in favor: 5-0.**

9 Treasurer's report: MacIsaac presented a spreadsheet tracking the use of special funds
10 including recent grants, donations and trust funds, with special attention to donor intent.

11 **Action:** MacIsaac will contact the Trustee of Trust Funds to gain better understanding of the
12 Durant Fund.

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

14 Library Director's report: Perrin's written report had been distributed in advance of the
15 meeting. A discussion followed regarding the dramatic increase in use of the library, and the
16 impact of the Big Shift. Perrin has been using grant funds and the Library of Congress grant
17 program to supplement the Collection budget, and offset many one-time expenses to help
18 bring the library into the 21st century. There is a great deal of work to be done on collection
19 development and maintenance. Cummings asked if there was a way to share with the public a
20 recent Library Journal article on Balancing Connections and Collections, as it serves as a great
21 explanation of what the Big Shift is all about. Perrin said she see if it could be made available
22 online since she has a subscription.

23 [http://lj.libraryjournal.com/2017/09/buildings/lbd/balancing-connections-collections-library-](http://lj.libraryjournal.com/2017/09/buildings/lbd/balancing-connections-collections-library-design/)
24 [design/](http://lj.libraryjournal.com/2017/09/buildings/lbd/balancing-connections-collections-library-design/)

25 A discussion of future needs related to the Big Shift and building maintenance issues followed.

26 Perrin also requested clarification on the Trustees' preferences for holidays at the library. The
27 trustees reached a consensus on following Town holidays for benefited employees. During the
28 holiday weekends on Veterans Day (closed 10/11) and Thanksgiving (closing early 11/22, and
29 closed 11/23-24), the library will re-open for its usual Saturday hours. It will close for Saturday
30 December 23, as an unpaid time off for staff, to provide a three day Christmas weekend.

31 Old Business:

32 A. Disability insurance for Julie, Andrea, and Alyson

The board reviewed the quote sent from Bellows-Nichols and found an error that requires correction. McBride expressed concern that this was a component of Perrin's contract signed in January and needs to be addressed.

Clapp made a motion, and MacIsaac seconded, to accept the Bellows-Nichols proposal as amended, and authorize McBride to initiate the disability insurance for the library's three full-time employees, with a cap of \$3,000/year, to be paid by the Trustees. **Vote in favor: 5 – 0.**

B. HVAC quote and TD Bank's lease program

Perrin reported on finding mildewed books in the collection. She noted that while the building was addressed in the short term, the collection was not. Mildewed materials will need to be discarded for health reasons and to prevent damage to the rest of the collection. A discussion followed regarding the mold remediation work down in the building last year, the high cost, and the need to address humidity throughout the building going forward.

Action: McBride will meet with one of the contractors who presented a through HVAC proposal. MacIsaac will confirm what funds may be available to address this issue.

C. Electrical upgrade - LED conversion to reduce electric consumption

Armstrong made a motion, and MacIsaac seconded, to authorize the LED conversion of the pendant lights with Grace Electric, at a fixed price of \$200 per fixture, on the Main Floor only. Future conversions will be considered later.

Action: Julie will contact Grace Electric to schedule the work.

D. Cleaning service

A discussion took place regarding the increased cleaning needs of the library as usage of the facility increases, and we prepare to open all three floors to the public. Carr reported on her discussions with Dust to Shine. There was a discussion about how to maximize the services we receive within our budget, perhaps by using different contractors for different cleaning services.

Action: Carr will arrange a walk-through for a quote from Dust to Shine. Perrin will contact McGurty for a price for just floor stripping/waxing.

E. Securing 1st floor doors

In preparation for expanding meeting space on the Ground floor, Perrin reported on the locksmith needs to address the old and broken locks on many interior doors, and the need for a separate lock for the handicapped Ground Floor entrance. **Action:** Perrin will get a quote for the work.

F. Third floor (Tammy's update)

Cummings reported on the status of the bathroom remodel on the third floor, and the work being done to prepare to open the top floor to the public. Everything is on schedule and under-budget for the donation funding the project.

G. Simons v. Jaffrey Library

McBride updated the board on Simons' lawyer, Heather Burns' recent request for reconsideration after the judge ruled to dismiss her previous motions against the library and the town. McBride and the board expressed support to Perrin who was repeatedly named in the latest motion, which was based on hearsay, misquotes and remarks taken out of context. The board expressed again their appreciation for Perrin's work for the hearing, especially since she did not request Simons' termination but had to present the case.

New Business:

A. Memorandum of Understanding concerning building maintenance

McBride suggested the board look at Town-Library MOUs so as to establish a better understanding with the Town on who pays for what. No action was made.

B. Investment policy

McBride referred the board to policy information from Terry Knowles, and the opportunities for board professional development.

C. Julie's evaluation

The board set their next meeting as a time to work on Julie's evaluation in a nonpublic session, with the results to be presented to her at the November meeting.

The board set their next meeting to be Thursday, October 12 at 9:30 am in the Trustee Room of the library.

Motion to adjourn made by Carr, seconded by MacIsaac. The Board voted unanimously to adjourn at 4:00 pm.

These minutes recorded by Julie Perrin, Library Director.