

Jaffrey Public Library Board of Trustees
Meeting Minutes – September 20, 2018

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Present: Francis McBride, Pam Armstrong, Travis Shattuck (alternate), Emily Carr, Tammy Cummings (alternate), and Julie Perrin, Library Director. Cummings left at 5:15 pm.
Absent: Joe Johnson, Lou Casagrande (alternate), Pat MacIsaac

The meeting was called to order by Chair McBride at 4:05 pm. McBride designated Cummings and Shattuck as voting members.

McBride thanked Cummings for serving as temporary chair over the summer.

The board discussed a schedule change by Trustee Johnson.

Action: McBride will follow up with Johnson.

Secretary's report: Carr made a motion, and Armstrong seconded, to approve the June 1 minutes. **Vote in favor: 5-0.**

Armstrong made a motion, and Cummings seconded, to approve the July 2 minutes. **Vote in favor: 5-0.**

Carr made a motion, and Cummings seconded, to approve the August 24 minutes. **Vote in favor: 5-0.**

Treasurer's report: McBride presented MacIsaac's report on the checking account, special funds and the Charter Trust report.

Cummings made a motion and Armstrong seconded to accept the Treasurer's report. **Vote in favor: 5-0.**

Corresponding Secretary's report: Carr reported on a long list of thank you notes sent for donations and in-kind contributions. Perrin reported that she has additional names.

Action: Perrin will forward Carr necessary information for additional thank you notes.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. It included the statistics related to library visits, usage of service and circulation, as well as a report on grant funding and programs. A discussion followed about how to manage the realities of growth as the library usage continues to rise.

Perrin and the board discussed the rise in non-residents, and the fact that fees for non-resident cards go the general fund and are not given back to the library to offset the increased costs

32 associated with additional families using the library. Perrin found a trustee report from 1996
33 that showed a \$27 non-resident fee, whereas in 2018, that fee is only \$30.

34 **Action:** McBride will investigate current non-resident fees at surrounding libraries and what is
35 covered and included in those fees, as well as the practice of how fees are distributed.

36 Perrin discussed the challenges of coordinating CPR/AED training for staff within the library
37 schedule. Jaffrey-Rindge Memorial Ambulance was able to accommodate the library and
38 provide training to the team after hours so that we would always have certified staff members
39 on duty.

40 Perrin also reported that the open position, Access services Assistant, has now been filled by
41 Garrett Brinton.

42 Perrin requested a nonpublic session to discuss a personnel issue.

43 Motion to enter Nonpublic Session made by Carr, seconded by Cummings.

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45 Specific Statutory Reason cited as foundation for the nonpublic session:

46 RSA 91-A:3, II (a), (b), and (c.)

47

48 Roll Call vote to enter nonpublic session

49 Francis McBride yes

50 Pam Armstrong yes

51 Emily Carr yes

52 Tammy Cummings yes

53 Travis Shattuck yes

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55 Entered nonpublic session at 4:57 pm.

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57 Other persons present during nonpublic session:

58 Julie Perrin, Library Director

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61 Motion to exit Nonpublic Session made by Armstrong, seconded by Carr.

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63 Roll Call vote to exit nonpublic session and seal the minutes:

64 Francis McBride yes

65 Pam Armstrong yes

66 Emily Carr yes

67 Tammy Cummings yes

68 Travis Shattuck yes

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70 Public session reconvened at 4:57 pm.

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73 Old Business:

74 a. Building and custodial issues – Perrin reported on building maintenance issues and the
75 significant amount of time she spends on custodial and cleaning needs of the facility.

76 b. Flooring updates – New flooring is scheduled to be installed September 24 – 28 on the
77 Main Floor.

78 c. Library Driveway and Sinkholes – Perrin reported on her driveway discussions with the
79 Town Manager. She suggested the driveway may need to be addressed with a warrant
80 article, since the condition is poor in all areas of the driveway and considers its poor
81 condition to be a safety issue for both staff and patrons, not just at the sinkholes, but
82 close to the building. She also reported on the Ledger-Transcript article that indicated
83 the town did not intend to do further repair if the filled-in holes do not give way.
84

85 New Business:

86 d. Budget Discussion – A separate budget work session is scheduled for Thursday, October
87 16 at 9:30 am

88 e. Holiday scheduling:

89 a. Open Columbus day

90 b. Closed Veterans day

91 c. Closing at 2 pm on Nov 21, closed Nov 22-23 for Thanksgiving, Open Sat. Nov. 24.

92 d. Closed Dec. 24 -25 for Christmas. Benefited staff can use a floating holiday for
93 Dec. 24.

94 e. Open Dec. 31; Closed Jan. 1.

95 f. CIP report – Perrin reported on her CIP discussions with the Town manager.

96 g. Performance Evaluations – Perrin will conduct performance reviews in October.

97 **Motion to adjourn** made by Carr, seconded by Armstrong. The Board voted unanimously to
98 adjourn at 6:15 pm.

99 **The next meeting of the Board is Thursday, October 25 at 10 am.**

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