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2 **MINUTES OF JAFFREY LIBRARY BOARD OF TRUSTEES MEETING, MAY 21, 2019**
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5 Call To Order at 1:30 PM
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7 Present: Members: Eric Fleck, Pam Armstrong, Emily Carr, Ann Marie Furnival
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9 Alternates: Suzanne Mieso, Travis Shattuck, Lou Casagrande
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11 Library Director Julie Perrin
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13 Absent: Chair Pat MacIsaac; Eric Fleck took over Chair's duties for this meeting.
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15 Suzanne Mieso, alternate, was voting member for this meeting taking the place of Pat
16 MacIsaac. (Fleck asked Mieso to act as a voting member for this meeting.)
17

18 Acting Secretary: Ann Marie Furnival
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20 Meeting Minutes: Fleck made a motion and car seconded to approve the public meeting
21 minutes of 4/23/19. **Vote in favor: 5-0.**
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23 **Reports:**
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25 **Treasurer:**
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27 Suzanne Mieso, Treasurer:
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29 A deposit of \$1000 from the Wetherell Fund has already been paid for the Learning Garden,
30 and a balance of \$1500 is owed. Initially it was suggested \$1500 should be transferred from
31 Wetherell to offset the cost of the garden so as not to drain the main checking account of
32 funds.
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34 However, because of pending plumbing charges amounting between \$700 - \$800, it was
35 suggested a total of \$2300 be transferred from the Wetherell fund to the main checking
36 account to be used to cover these costs. This would still leave the account with enough to
37 cover other expenses.
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39 Motion to transfer \$2300 to main checking account for these expenses from Wetherell Fund
40 was made by Eric Fleck: Suzanne Mieso seconded. **Vote in favor: 5-0.**
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42 Let the record show Suzanne Mieso's efforts and hard work with the library's finances is
43 greatly appreciated by the Board of Trustees and the Library Director
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45 Eric Fleck made a motion to accept the Treasurers report, Armstrong seconded. **Vote in**
46 **favor: 5-0.**
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49 **Correspondence Secretary**

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Thank You notes were sent for :

Teen window bench seat construction, handyman help, discount upholstery service for teen bench cushions

Quilted seat bench for children's bench;

Donation for 'Learning Garden" and award for 'Chicken Writing'.

Library Director's Report:

In her report, Julie discussed budgetary challenges related to fixed expenses and those tied to usage. Julie requested funds from the agreement with the town of Sharon amounting to \$3750 be formally committed be included in her gross budget for managing the expenses of the library. Fleck made a motion and Carr seconded that Perrin may include the \$3750 in her overall budget. **Vote in favor: 5-0.**

Due to recent security events at the Jaffrey High School, it was suggested that the Library Director be on the email list of the Superintendent of Schools. Since many students come directly from school to the library, it is important library staff know what is occurring. **Action item:** Eric Fleck will be contacting Superintendent of Schools to get on list.

Library Director's full report accepted by board.

At 1:52 PM Board of Trustees entered into a nonpublic session.

Specific Statutory Reason: RSA 91-A:3. IIE

Roll Call:

Eric Fleck Y

Pam Armstrong Y

Emily Carr Y

Ann Marie Furnival Y

Suzanne Mieso Y

Also present: Lou Casagrande, alternate; Travis Shattuck, alternate; Julie Perrin - Director

Public session reconvened at 1:56PM.

Facility Committee:

Plumbing:

One cracked toilet on 1st floor was replaced , one on Main floor repaired due to leakage.

Leaking faucet in utility closet in Bean Room was repaired: all by Pinney Plumbing. Awaiting second bill for repairs.

98 Driveway:

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100 Ann Marie Furnival, Eric Fleck and Julie Perrin met with Jaffrey Town Manager on driveway
101 repaving project on 30 April. At that time, no contractor had been engaged by the Town
102 Manager. Tentative date for repaving was scheduled in August. Ann Marie Furnival will
103 contact Jon Frederick in early June to get an update.
104

105
106 Security cameras:

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108 Eric Fleck has done research, and pinpointed strategic areas to place cameras. Cameras
109 should be available in June from vendor pending approval from board.
110

111 It was suggested that Police Chief Bill Oswalt be consulted on the types of cameras, positions
112 and wi-fi alert to police department.
113

114 Also, additional input from library director and staff.
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116 Installation of cameras would be by local contractor. Item moved to June agenda.
117

118 Cleaning:

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120 Discussion on library cleaning. While McGurty's Cleaning does do the floors and bathrooms, it
121 was determined the windows, at least on the outside do need expert cleaning. Action item:
122 Ann Marie Furnival will call McGurty's and get an estimate.
123

124 There was also discussion of having a 'Spring Cleaning Party'; enlisting the aid of volunteers
125 from the community, especially the "Friends of the Library" perhaps to assist in dusting and
126 cleaning areas of the library which are not covered by the cleaning contractor. Action item:
127 Ann Marie Furnival will ask Pat MacIlsac, who serves on the "Friends" to sound out the
128 organization on this issue.
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130 Motion made by Eric Fleck on accepting the Facilities report: seconded by Suzanne Mieso.

131 **Vote in favor: 5-0.**
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134 Previous Action Items:

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136 Secretary Position:

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138 While Ann Marie Furnival is taking notes for this session, it is unclear whether she wants to
139 continue. Discussion tabled until next session.
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141 Old Business

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143 Honoring long-term volunteers. Again, no decision has been made regarding the manner in
144 which we should honor two long-term volunteers.

145 Discussion tabled until next session.
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Strategic Planning Process

Lou Casagrande presented his ideas for long term strategic planning.

It was decided that the entire Board of Trustees should be part of the process, with additional assistance from Julie Perrin, Library Director and Andrea Connolly, Youth Services Librarian.

A special in-house work session is scheduled for 20 August, 12 – 4 PM

The library will be closed on August 20 from 1-4 pm, and open only 4-7 pm that day. Staff will report for their normal work hours.

Action item: Fleck will investigate the appropriate posting of the work session for strategic planning and whether minutes are required.

Eric Fleck made motion and to create a Strategic Planning Committee, facilitated by Casagrande, to include all board members, and invite Perrin and Connolly.. Ann Marie Furnival seconded. **Vote in favor: 5-0.**

New Business

Library Director Review

Process for Library Director review in September. It was advised all Trustee Members read past performance appraisals and evaluation tool for this process.

NHLTA Conference

NHLTA Conference on 29 May, in Manchester NH. Suzanne Mieso and Travis Shattuck would not be attending. The rest of the Board will attend.

RiverFest

Last year's Riverfest Celebration caused increased cleaning, parking and security problems for the staff. Public access was restricted making it difficult to enter and exit the facility. It was suggested the library be closed on Riverfest.

Motion made by Emily Carr to close Library for Riverfest, July 27, 2019. Erick Fleck seconded. **Vote in favor: 5-0.**

Next meeting: June 18, 2019 at 1:30 pm

Adjournment by acting Chair, Erick Fleck at 3:43 PM.