

1 **Jaffrey Public Library Trustees**

2 **July 16, 2019 - Meeting**

3

4 Call to order at 1:30 PM

5 **Present:**

6 Emily Carr, Eric Fleck, Ann Marie Furnival, Pat MacIsaac, Suzanne Mieso, Julie Perrin, Library Director,
7 Travis Shattuck, Alternate

8 Absent: Lou Casagrande, Alternate

9 **Reports:**

10 **Treasurer** – written report submitted

11 Mieso requested permission to pay a Katsura Landscaping bill for the Learning Garden overage of
12 \$449.00. Motion moved by Fleck and seconded by Carr that this be paid.

13 Motion carried 5-0.

14 Perrin reiterated the original eco-literacy goals prepared by Connolly and presented at the March
15 meeting, and explained that at the February meeting, the Board committed only start-up funds to the
16 project. The project was originally quoted to be \$5,000 and right now, thanks to donations procured by
17 Katsura Landscaping, and donated labor, the project is coming in under budget, even though it exceeds
18 the original start-up commitment. 2020 ecoliteracy programming is planned with utilization of the
19 Learning Garden as a primary focus.

20 A second vote was moved by Fleck and seconded by Carr to appropriate additional funds to cover
21 remaining Learning Garden development in the fall.

22 Motion failed: 2-3.

23 It was decided to resolve other building repair issues prior to further garden development.

24 **Secretary** – written minutes from 3 previous Trustee sessions submitted.

25 Board Meeting minutes, June 18, 2019, moved to accept by Fleck and seconded Mieso.

26 Motion carried: 5-0

27 Work Session minutes, June 25, 2019, moved to accept by Fleck and seconded by Carr.

28 Motion carried: 5-0

29 Special Meeting minutes, July 9, 2019, moved to accept by Fleck and seconded by Furnival.

30 Motion carried: 5-0

31

32 **Director** – written report submitted

33 IT update:

34 The new Town-wide IT provider has been selected. It is Twin Bridge Services. Julie has much
35 confidence in this selection having previously worked with this company. Presently we are operating
36 with a stressed Wi-Fi system that is at 88% capacity due to needed upgrades. Security concerns were
37 presented. There was board consensus to use a password for the public Wi-Fi that would be available to
38 the public but provide better security, and be changed at established intervals.

39 **Action:** Perrin will contact Twin Bridge to implement.

40 The library expects an IT cost increase in the 2020 budget for both hardware and increased internet
41 costs. Patron computers will have to be upgraded before Windows 7 is no longer supported in January
42 2020. Perrin received an estimate for \$1,175 each, including all installation and support. Shattuck
43 suggested that in moving forward with computer replacement, we could request computer sponsors,
44 allowing an individual or family to make a designated donation.

45

46 **Energy Audit:**

47 World Energy Efficiency Services conducted an efficiency assessment of JP Library on behalf of
48 Eversource in April. Perrin received their proposal July 15. They recommend energy efficiency
49 measures, e.g., retrofitting existing strip fixtures to turn them into LED fixtures, replacing existing
50 recessed lay in troffer fixtures with new LED Flat panels and replacing outside HID fixtures with new LED
51 wall packs. The project cost is \$18,202.33. The utility incentive from Eversource is \$9,101.71. The net
52 purchase price to the library would be \$9,100.71. Ultimately, these changes would result in an
53 anticipated monthly saving of \$351.42. The pay-back-period would be approximately 3 years.

54 Perrin left the meeting briefly to call Mark Wrona of World Energy Efficiency Services to clarify questions
55 that the Board had regarding the implementation ad timetable for the proposed work.

56 A motion was moved by Fleck, seconded Maclsaac, to sign the agreement presented by World Energy
57 Efficiency Services, allocating \$9,100.62 from the Wetherell Fund. This is pending notification to the
58 Town to purchase electrical energy needs through Eversource's Transmission and Distribution System
59 for a period of 3 years after receiving the rebate, per the Agreement.

60 Motion carried: 5-0

61

62 **Action item:** Director will contact Jon Frederick about Town's plan for choosing an electrical energy
63 source.

64

65 **Building Facilities** – written report submitted by Furnival

66 Chimney repair/restoration:

67 Trustees are encouraged to attend the Select Board meeting, Monday, July 22, 6:00 PM. at the Meeting
68 House. Fleck and Furnival will be addressing the Board concerning the library's chimney.

69

70 Security Cameras:

71 Furnival reported that police recommend that security cameras be located on the outside of the building
72 pointing away from the building. Fleck continues to research appropriate cameras.

73 Perrin presented surveillance camera information she received from other NH libraries, the state library,
74 and the members of the Association for Small and Rural Libraries.

75 Fire Alarm:

76 Furnival reported that during a recent false fire alarm, she had a discussion with the Fire Chief. The
77 library's alarm system is old, no longer supported and needs to be replaced.

78 Perrin reported that this was considered and discussed in 2018 and was part of a larger security CIP
79 submitted for both building and fire security upgrades, which she presented to Jon Frederick last year
80 during the CIP process.

81 **Action item:** Fleck will speak with Jon Frederick to see if that CIP is approved and planned for 2020.

82

83 **Strategic Plan:**

84 A Board Work Session will be held Aug. 6, 2019, from 1-3:00. Perrin will be presenting the Mind Map
85 she created with Connolly, and walking the Board through the vision for the library's future.

86 A second Work Session is scheduled for Aug. 20, Noon -4:00 with Cassagrande leading.

87 **Action item:** Fleck will be in contact with Cassagrande.

88

89 **New Business**

90

91 History Floor:

92 Perrin related a desire for posted regular hours with someone from the Historical Society available at
93 the desk to help with local history reference needs. Unfortunately, JHS isn't prepared to do that at this
94 time. There is furniture and cabinets that need to be moved into place. There are many materials in the
95 largest room to be reviewed and thoughtfully relocated. This was discussed at meeting with the JHS
96 and Perrin and Casagrande, but due to the nature of the relocation, Perrin has asked for Trustee input
97 and approval.

98 **Action item:** Fleck will talk with Casagrande and Charlie Turcotte of JHS.

99

100 St. Patrick's donation:

101 Father Bill of St. Patrick's Church has made more items available to the JPL at no cost. Some lockers and
102 more children's tables and chairs have been delivered. A small donation was made to St. Pat's when
103 donations were made two years ago.

104 **Action Item:** The question of a donation to St. Pat's should be on next Trustee agenda.

105

106 **Adjournment:**

107 Motion for meeting to be adjourned by Fleck. Maclsaac seconded.

108 Motion carried. Meeting adjourned at 3:40 PM.

109

110 These minutes were recorded by Pat Maclsaac.