

1 Jaffrey Public Library Board of Trustees
2 Meeting Minutes – February 20, 2018
3

4 Present: Francis McBride, Pam Armstrong, Pat MacIsaac, Travis Shattuck, Emily Carr, Tammy
5 Cummings, Nancy Clapp, and Julie Perrin, Library Director.

6 The meeting was called to order by Chair McBride at 1:06 pm.

7 Secretary's report: MacIsaac made a motion, and Clapp seconded, to accept the January 16
8 minutes. **Vote in favor: 5-0.**

9 Treasurer's report: MacIsaac reported on the library checking account, fund tracking, and
10 recent expenditures. Clapp made a motion and Armstrong seconded to approve the
11 Treasurer's report. **Vote in favor: 5-0.**

12 Corresponding Secretary's report: Carr has completed the thank you notes requested.

13 Library Director's report: Perrin's written monthly report had been distributed in advance of the
14 meeting. The Board discussed the recent public Budget Hearing.

15 The Board discussed the staffing strain due to the high service demand at the library, and the
16 absence of funding for adequate subbing for vacations and illnesses. The board also discussed
17 the library practices that are not addressed in the town personnel policy. There was a
18 consensus that a personnel policy tailored to the needs of the library may be an appropriate
19 goal for the board.

20 **Action:** Perrin will forward sample policies to the board for their consideration.

21 The board considered carefully how the 2% COLA should be applied, if the 2018 budget is
22 approved at Town meeting.

23 Carr moved, and Clapp seconded, that pending budget approval, to apply the 2% COLA only to
24 employees who have been in their current position for one year, with a retroactive COLA to
25 January 1 for Perrin, Connolly and Gleason, and forward paying COLA at the one year
26 anniversary dates of Bernier and Jones (April1). **Vote in favor: 5-0.**

27 Old Business: McBride reported on the following

- 28 a. HVAC project – Perrin provided an update on the work by Monadnock Cooling. Work is
29 progressing steadily but not expected to be finished before mid-late March.
30 b. Big Shift Subcommittee – The committee reported on their progress regarding signage
31 and furnishings.
32

33 New Business:

- 34 c. Linda's request for a 2 week vacation during peak summer hours – Perrin reported the
35 request with her support, due to the circumstances of the request, even though it is
36 during a very busy time at the library and against trustee policy regarding vacations
37 during the summer reading program. Clapp moved, MacIsaac seconded to approve
38 Gleason's request for a two week vacation during peak summer hours. **Vote in favor: 5-**
39 **0.**
- 40 d. Maintenance position – Alternatives to the cleaning contract were discussed.
- 41 e. Trustees 2018 – McBride thanked Clapp for her years of service to the Board of
42 Trustees. Clapp will be retiring from her position at this year's election. Joseph Johnson
43 and Pamela Armstrong are running for the two open positions.

44 **Motion to adjourn** made by Clapp, seconded by MacIsaac. The Board voted unanimously to
45 adjourn at 2:25 pm.

46 **The next meeting of the Board will be held on Tuesday, March 20 at 1:30 pm.**

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