

Jaffrey Public Library Board of Trustees Meeting Minutes

Date January 20, 2021

Time 10:00am

Chair John Stone

Present Grace Flesher, John Stone, Deb Weissman, Emily Carr, Jaime Hutchinson, Owen Houghton (Alternate), Julie Perrin (Library Director)

Absent Jim Draper (Alternate)

Meetings are open to the public except as allowed under RSA 91-A:3.

If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.

Call to Order

10:02am JS

Read by Julie Perrin:

As a representative of the Jaffrey Public Library Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 1-646-558-8656, entering meeting ID 847 1614 7333 and password 958503, or by clicking on the following website address:

<https://us02web.zoom.us/j/84716147333> and entering password 958503.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Jaffrey Public Library at www.jaffreypubliclibrary.org

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email jperrin@townofjaffrey.com.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call

Grace Flesher	No other person in the room
John Stone	No other person in the room
Deb Weissman	No other person in the room
Emily Carr	No other person in the room
Jaime Hutchinson	No other person in the room
Owen Houghton	No other person in the room

Jim Draper joins the meeting at 10:06am

Approval of Minutes

12/16/2020 Regular Meeting

Motion by DW / EC to approve as presented

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE

Motion carries 5:0

12/28/2020 Regular Meeting

Motion by EC / JH to approve as presented

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE

Motion carries 5:0

12/16/2020 Non-Public Meeting

Motion by JH / DW to approve as presented

Roll Call

Grace Flesher	AYE
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John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE

Motion carries 5:0

Treasurer's Report

As distributed.

Motion to approve as presented EC / JH

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Emily Carr	AYE
Jaime Hutchinson	AYE

Motion carries 5:0

Directors Report

As distributed.

The new Adult Services Librarian position has been filled at 15 hours per week. Jason Kielbasa will begin work on January 21, 2021.

COVID service update

Bookworm Boogie appointments have been reinstated. The staff schedule is being adjusted and additional service hours will be added on Saturdays, beginning in February.

Patrons continue to "self regulate". As the virus surges, Grab and Go appointments are more popular than Bookworm Boogie appointments.

The Library continues to provide masks for Head Start.

Julie is anticipating an increase in demand for after school appointments.

Computer use is available at all appointments – both Bookworm Boogie and Grab and Go.

Budget Update

There are a few outstanding invoices. Once those are received and processed the remaining 2020 funds will be encumbered, to be used for the masonry project.

Personnel

The job description for Library Assistant – Marketing and Design was distributed via email.

Motion by DW / JH to approve the Library Assistant – Marketing and Design job description.

Roll Call

Grace Flesher	AYE
John Stone	AYE

Deb Weissman AYE
Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Motion to enter Non-Public Session GF / DW

Specific Statutory Reason cited as foundation for the non-public session:

- √ **RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has the right to a public meeting, and (2) requests that meeting be open, in which case the request shall be granted.**

Roll Call

Grace Flesher AYE
John Stone AYE
Deb Weissman AYE
Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Entered Non-Public Session at 10:30am

Public Session reconvened at 10:38am

Motion by GF / EC to seal the minutes of the Non-Public Session because it is determined that divulgence of this information likely would:

- √ **Affect adversely the reputation of any person other than a member of this board**
 Render a proposed action ineffective
 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call

Grace Flesher AYE
John Stone AYE
Deb Weissman AYE
Emily Carr AYE
Jaime Hutchinson AYE

Motion carries 5:0

Old Business

Town of Jaffrey public Budget Meeting is Saturday, February 6th, beginning at 9:00am. There has not been any announcement regarding whether the meeting will be held in person or virtually. This is basically a public Budget hearing, at which time the Budget Committee presents the draft budget to the public and provides an opportunity for questions and other public input. Grace suggests, based on prior years, that the Trustees make every effort to attend the meeting.

Discussion regarding motions passed on June 10, 2020, that gave the Board Chair authorization to approve certain personnel actions, without requiring the vote of the full Board. These motions were passed in a non-public session but they should properly be part of the public record. It was suggested that the motions in question be moved from the non-public minutes to the public minutes, and that revised public minutes be posted.

Motion by GF / DW to move 3 motions related to personnel actions that can be undertaken with the approval of the Board Chair only from the non-public minutes of June 10, 2020 to the public minutes of June 10, 2020, and to revise the posted public minutes of June 10, 2020 to reflect this change.

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

Planned Giving

Presentation by Grace, followed by discussion.

Next meeting

Wednesday, February 17, 202, 10:00am

Meeting concluded at 11:52am

Motion to adjourn

Roll Call

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Emily Carr AYE

Jaime Hutchinson AYE

Motion carries 5:0

These minutes recorded by Grace Flesher.