

## **Jaffrey Public Library Board of Trustees Meeting Minutes**

**Date** February 17, 2021

**Time** 10:00am

**Chair** John Stone

**Present** Grace Flesher, John Stone, Deb Weissman, Jaime Hutchinson, Jim Draper (Alternate), Julie Perrin (Library Director)

**Absent** Emily Carr, Owen Houghton

### ***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](http://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](mailto: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
Jaime Hutchinson	No other person in the room
Jim Draper	No other person in the room

**Jim Draper (alternate) is a voting member due to the absence of Emily Carr**

**Owen Houghton joins the meeting at 10:08am**

### **Approval of Minutes**

1/20/2021 Regular Meeting

**Motion by JD / JH to approve as presented**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

**Motion carries 5:0**

1/20/2021 Non-Public Meeting

**Motion by DW / JH to approve as presented**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

**Motion carries 5:0**

### **Corresponding Secretary's Report**

As distributed.

## **Treasurer's Report**

As distributed.

Grace asks for a quick review of account balances to determine what amount of operating capital can be deployed, and from which accounts, toward the masonry project.

### **Motion to approve as presented GF / JD**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

**Motion carries 5:0**

## **Directors Report**

As distributed.

Things are quite slow. Expanded hours will benefit both patrons and staff. The door is unlocked during all public service hours.

We have just expanded Grab & Go and computer access, and anticipate that we will be able to expand Bookworm Boogie very soon. Julie also anticipates removing the 30 minute "window" during the 1 hour Bookworm Boogie appointment. This will reduce stress and lessen congestion, ultimately keeping everyone safer. Staff will be able to spread tasks out. Patrons will be able to "spread out" within the appointment windows.

Julie notes that we have learned a lot and are much better at managing things. "We are a lot smarter now." The biggest challenge for staff going forward will be that things become *less* predictable as we continue to expand service.

We are adding programming. The first school class visits will take place on Friday, February 19<sup>th</sup>.

Performance reviews have been completed. Julie is confident staff will continue to do well. "We are a tight team." Lots of staff development is happening.

## **Old Business**

### **Planned Giving**

As per Julie's email, last year's Town of Jaffrey Annual Report (pp. 62-63) shows that an indefinite delegation of authority has been granted by the Town to the Library Trustees to accept Grants and Personal Property. While this is welcome news, Grace cautions that the Annual Report lists indefinite delegation of authority to the Selectman to accept 1) Grants, 2) Gifts, Legacies and Devises and 3) Personal Property, but that only 2 of these have been granted to the Library Trustees. Grace suggests we confirm whether or not the Library Trustees have authority to accept Gifts, Legacies and Devises.

A donor contacted Julie regarding a 2020 donation, requesting a “receipt” for tax purposes. After following up, Julie found out that the donor had received a hand written thank you note from Emily, but was requesting a formal receipt to show the donation was tax deductible. Julie created a receipt that included language noting the IRS statute governing deductibility of gifts given to any level of government for charitable purposes.

Julie requests that the Trustees research proper wording and revise the draft receipt she will send out via email. Trustees are encouraged to seek the advice of any tax professionals they know and we can also consider reaching out to other libraries that may have created a formal receipt.

There was a brief discussion of Candidate’s Night, the election and Town Meeting.

### **New Business**

As reported by email, ice dams and ice in the gutters caused a water leak in the ceiling of the new section of the Library. Water soaked the insulation and ceiling tiles, causing several tiles to disintegrate and fall to the floor on Tuesday. No books were damaged. Gary from DPW responded. The affected area is cordoned off and the book stacks are covered with plastic. Julie has sent photos of the damage to the Town and also to Primex, our insurance carrier. At this point we are unable to determine if it will be a simple repair, or a more complex repair. Julie expects that Primex will send out an adjuster. The Library’s coverage with Primex has a \$1,000.00 deductible. This is the second time we have had roof problems in the winter (the first time the damage was caused by snow coming off the roof and this time the damage was due to ice).

DPW has been very responsive. Julie will discuss with Todd, the Director of DPW, what long term solutions may be possible. John suggests that Julie also explore possible solutions with the insurance carrier.

### **Next meeting**

Wednesday, March 17, 2021, 10:00am

### **Meeting concluded at 11:10am**

### **Motion to adjourn GF / DW**

Roll Call

Grace Flesher	AYE
John Stone	AYE
Deb Weissman	AYE
Jaime Hutchinson	AYE
Jim Draper	AYE

**Motion carries 5:0**

**These minutes recorded by Grace Flesher.**