

1 Jaffrey Public Library Board of Trustees  
2 Meeting Minutes – August 17, 2017  
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4 Present: Nancy Clapp, Travis Shattuck, Emily Carr, Tammy Cummings, Pat Maclsaac, and Julie  
5 Perrin, Library Director  
6 Via FaceTime: Francis McBride, Pamela Armstrong  
7 Absent: Becky Newton

8 The meeting was called to order by Acting Chair, Nancy Clapp at 11:07 am.

9 Clapp appointed alternates Tammy Cummings and Travis Shattuck to act as a voting members  
10 in the physical absence of McBride and Armstrong.

11 Clapp opened this special work session to address bookkeeping needs to pay current invoices.  
12 Treasurer, Pat Maclsaac presented the checkbook report and a new spreadsheet for tracking  
13 special funds such as endowments, gifts and grants.

14 Clapp made a motion and Cummings seconded to authorize Maclsaac to pay the Belletete's  
15 flooring invoice of \$5434.23 for the 2<sup>nd</sup> floor flooring installation to support the use of the Amos  
16 Fortune Gallery. Vote in favor 5 – 0.

17 Cummings made a motion and Clapp seconded to authorize Maclsaac to pay Attorney Kelly  
18 Dowd's invoice of \$4,451.00, less any transcription costs that may be recoverable. Vote in favor  
19 5 – 0.

20 **Action:** Maclsaac will contact Dowd to discuss the transcription requested by Attorney Heather  
21 Burns.

22 Clapp made a motion to enter Nonpublic Session, per Statute RSA 91-A:3, II (a). The motion  
23 was seconded by Maclsaac. The Board votes unanimously (5-0) to enter Nonpublic Session.

24 **Roll Call Vote to enter NonPublic:**

25 Travis Shattuck : Y  
26 Pat Maclsaac: Y  
27 Nancy Clapp: Y  
28 Tammy Cummings: Y  
29 Emily Carr: Y  
30

31 **Public session reconvened** at 12:15pm.

32 The following votes were made following the nonpublic discussion:

33 Maclsaac made a motion and Shattuck seconded to accept the new job title and job description  
34 for Youth Services Librarian, as amended, for Connolly. Vote in favor 5 – 0.

35

36 Clapp made a motion and Maclsaac seconded to create a new full-time Adult Access Services  
37 Librarian position to take effect August 21, 2017. Vote in favor 5 – 0.

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39 Clapp made a motion and Cummings seconded to offer the new full-time Adult Access Services  
40 Librarian position to present Library Assistant substitute, Alyson Montgomery, (who holds two  
41 Master's degrees (MBA and MLS),) to take effect August 21, 2017. Vote in favor 5 – 0.

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43 Clapp made a motion and Carr seconded to close the library for the long Labor day Weekend,  
44 Saturday, September 2 – 4, 2017, as paid holiday time to full-time staff. Vote in favor 5 – 0.

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46 **Motion to adjourn** made by Cummings, seconded by Carr. The Board voted unanimously to  
47 adjourn at 12:30 pm.

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

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