

Jaffrey Public Library Board of Trustees
Meeting Minutes – October 25, 2018

Present: Francis McBride, Pam Armstrong, Emily Carr, Pat MacIsaac, Harry Young, Tammy Cummings (alternate), Travis Shattuck (alternate), Lou Casagrande (alternate), and Julie Perrin, Library Director.

The meeting was called to order by Chair McBride at 10:05 am.

Perrin shared a presentation she had prepared for an upcoming visit from the Rotary on November 1.

McBride welcomed new trustee, Harry Young and introduced him to the rest of the board.

Secretary's report: Armstrong made a motion, and Shattuck seconded, to approve the Non-public minutes of September 20. **Vote in favor: 5-0.**

MacIsaac made a motion, and Carr seconded, to approve the Non-public minutes of October 16. **Vote in favor: 5-0.**

MacIsaac made a motion, and Armstrong seconded, to approve the October 16 public meeting minutes. **Vote in favor: 5-0.**

Treasurer's report: MacIsaac reported on the checking account, special funds and the Charter Trust report. In 2018, the Trustees invested \$150,000 in the library building for maintenance and building upgrades. This sum included the final payments for the HVAC climate control system, fencing, new flooring, gutters, and locksmith services.

Armstrong made a motion and Carr seconded to accept the Treasurer's report. **Vote in favor: 5-0.**

Corresponding Secretary's report: Carr reported on recent thank you letters and the frequently long list of donations and in-kind contributions. Special thanks were made again to the Children's Literacy Foundation for all the support they provide to the library through their grant programs.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. Perrin gave details of new adult outreach programs to both the Friendly meals program and the Monadnock Adult Day care. She explained her focus on serving the underserved populations of Jaffrey as a high priority.

She also discussed the hiring of a new assistant/substitute, Christine Pressman, a local member of the community, and her future staffing plans to address the growing needs of the library.

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36 Old Business:

- 37 a. 2019 Budget – Multiple budgets were presented at the last work session. The board
38 discussed the library’s growing needs. Perrin presented the growth statistics requested
39 at the last meeting, which showed dramatic increases between 2016 and 2018 with
40 circulation up 19.8%, the number of active library accounts up 22.2%, and library visits
41 up 76.6% and program attendance up 69.4%. The increased usage by the townspeople
42 in 2018 is beyond expectations, and the board and Perrin discussed the need for
43 strategic planning that focuses on sustainability.

44 A discussion also followed on merit pay for full-time salaried employees, as well as a
45 COLA for all staff. McBride contacted Town Manager, Jon Frederick during the meeting
46 to get clarification on the town’s plan for its employees so that the Trustees acted in
47 alignment for their employees. MacIsaac made a motion and Armstrong seconded to
48 approve the 2019 operating budget of \$299,392 and for Perrin to present the Trustees’
49 approved budget to the Town Manager at her meeting with him on November 6th. **Vote**
50 **in favor: 5-0.**

- 51 b. Building Issue – McBride recapped recent discussion (to the extent permitted by RSA 91-
52 A:3) between the Trustees and Town as related to interactions between library staff and
53 members of the Department of Public Works. McBride shared a letter from Jon
54 Frederick in response to the Trustees’ letter to the Town.

55 **Action:** McBride, Casagrande and Cummings will follow up with Frederick regarding his
56 response.

57 New Business:

- 58 c. Volunteer Appreciation – Perrin requested that the library plan a way to thank the 20+
59 volunteers who help regularly at the library. Different ideas were shared, and the board
60 will research possibilities and discuss further at the next meeting.
- 61 d. Locking the vault – Perrin shared safety concerns regarding the vault on the top floor,
62 after patrons were seen accessing it when there was no supervision in the room where
63 it is located. She and the board weighed the pros and cons of locking the vault, and the
64 consensus was that Perrin will train Connolly on the procedure and combination, advise
65 the Historical Society who sometimes require access, and try locking the vault on a trial
66 basis. She will also make a sign that cautions patrons that the vault may only be opened
67 by staff.

68 **Motion to adjourn** made by Carr, seconded by Young. The Board voted unanimously to
69 adjourn at 12:47 pm.

70 **The next meeting of the Board is Thursday, November 15 at 9:30 am.**

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

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