

Jaffrey Public Library Board of Trustees  
Meeting Minutes – November 15, 2018

Present: Francis McBride, Pam Armstrong, ,Harry Young, Tammy Cummings (alternate), Travis Shattuck (alternate), Lou Casagrande (alternate) – arrived 9:38 am, and Julie Perrin, Library Director – left at 11:59 am.

Absent: Emily Carr, Pat MacIsaac

The meeting was called to order by Chair McBride at 9:33 am.

McBride appointed Cummings and Shattuck as voting members for this meeting.

Secretary's report: Young made a motion, and Armstrong seconded, to approve the October 25 public meeting minutes. **Vote in favor: 5-0.**

Treasurer's report: Perrin shared the Charter Trust report, forwarded to her by MacIsaac who was unable to attend. McBride reported that Charter Trust will come to the December meeting. There was no formal Treasurer's report.

Cummings made a motion and Armstrong seconded to set aside \$500 of trustee funds for discretionary trustee spending, without requiring additional board approval, to meet library needs. **Vote in favor: 5-0.**

Corresponding Secretary's report: There was no corresponding secretary's report. Perrin reported that she will have a long list of thank you notes this month, thanks to special woodworking done by a volunteer and the successful Mildred's Mittens mitten drive for the grade school children.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. She discussed sustainability in response to the staggering increase in library usage. She also discussed the impact of the many grants and donations received by the library.

Casagrande and McBride discussed methods of "getting the word out" to non-users and local decision-makers.

The board reviewed the library's expense report to date and authorized Perrin to use funds where needed, as the end of the year approaches, with a focus only on the bottom line. Perrin reported that the use of salaried employees during several months of staff shortages while waiting for qualified candidates led to a significant cost savings in the salary line that is not sustainable in future, and has taken a toll on salaried staff. These savings, however, helped to offset other overages in utilities and supplies, related to usage and growth.

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35 Old Business:

- 36 a. 2019 Budget – Perrin also reported on her budget meeting with the Town Manager, Jon  
37 Frederick. The goals she presented with the trustee budget were discussed. All 2018  
38 goals had been met. Frederick will present his budget recommendations to the Select  
39 Board on December 17. Trustees will attend.  
40 b. Building Issue – recent interactions were reviewed.  
41 c. Volunteer Appreciation – **Action:** Perrin will make Holiday Tea invitations for volunteers,  
42 and Cummings will explore gift options.  
43 d. Locking the vault – Perrin and Connolly have the vault combination and have been  
44 keeping it locked except when needed for access. No issues to date.

45 New Business:

- 46 a. Strategic Planning – Casagrande discussed possible avenues to begin the strategic  
47 planning process including bringing together constituency groups, such as parents and  
48 staff in the planning process. Perrin briefly referred to the need to start with SWOT  
49 analysis (Strengths, Weaknesses, Opportunities, and Threats). She identified the biggest  
50 threat as staff burnout if we fail provide adequate staffing support in the wake of the  
51 present rate of growth.  
52 b. Non-resident fees, policies and procedures – Perrin discussed the need to reevaluate  
53 non-resident fees so that they better align with what residents pay for the library.  
54 McBride reported on other libraries and the results were wildly inconsistent. Perrin also  
55 presented the many challenges with family cards, SAU cards, locally employed cards,  
56 etc. This will require a longer discussion and the board will revisit the issue at the  
57 December meeting.

58 **Motion to adjourn** made by Armstrong, seconded by Young. The Board voted unanimously to  
59 adjourn at 12:03 pm.

60 **The next meeting of the Board is Tuesday, December 18 at 10 am.**

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