

Jaffrey Public Library Board of Trustees  
Meeting Minutes – February 19, 2019

Present: Francis McBride, Pam Armstrong, Emily Carr, Pat MacIsaac, Travis Shattuck (alternate), and Julie Perrin, Library Director.

Member of the public: Ann Marie Furnival

Absent: Lou Casagrande (alternate)

The meeting was called to order by Chair McBride at 10:01 am. Alternate Shattuck was appointed by McBride as a voting member.

Secretary's report: MacIsaac made a motion, and Carr seconded, to approve the January 22 public meeting minutes. **Vote in favor: 4-0.** Member of the public left the room for the board to review the sealed nonpublic minutes. MacIsaac made a motion, and Carr seconded, to approve the January 15 and 22 sealed nonpublic meeting minutes. **Vote in favor: 4-0.** Shattuck abstained since she was not present at the meetings.

Treasurer's report: MacIsaac reported on the checkbook balance and indicated that the Town held trust funds quarterly payment had been received. She indicated she was looking for information on the Blaine fund. Perrin indicated that she had not yet received the checks for two recent grant awards from Millipore and YALSA/Dollar General. Carr made a motion and Armstrong seconded to accept the Treasurer's report. **Vote in favor: 5-0**

Corresponding Secretary's report: Carr reported on the thank you notes for the tables and chairs from NH Ball Bearings.

Shattuck left the meeting at 10:45 am.

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting. She expressed concern over the shortfall in the Town Manager's budget versus the trustees' request as the shortfall was in infrastructure costs that don't have a lot of flexibility. She also expressed concern over the high cost of the electric bill. She asked where and how the shortfall should be made up, especially with the strain that already exists on staffing. She and the Board discussed staffing challenges with the high level of engagement. A staffing plan will be reviewed at the next Trustee meeting, after Town Meeting.

At McBride's request, Perrin provided more information on the new launch of Burbio, spearheaded by the library, to provide an online community calendar for the town. She

38 explained the free service and how it will benefit residents and all the active nonprofit  
39 organizations in the community.  
40 She also explained her interest in possibly providing a mobile hotspot lending program at the  
41 library. Her report had linked out to explanations about the ways libraries are addressing the  
42 Digital Divide and providing checkout programs for mobile hotspots to families who do not have  
43 internet access. She has requested demo units and is pursuing funding possibilities.  
44 McBride reported on feedback he received about the library's weekly outreach program to the  
45 Monadnock Adult Care Center. A member of the center staff had shared what a positive  
46 experience the librarian visits are for the clients.

#### 47 48 Old Business:

- 49 a. 2019 Budget – A lengthy discussion of the electricity costs took place. Perrin indicated  
50 that she is in contact with Grace Electric and Eversource regarding an energy audit. The  
51 many variables responsible were considered, which included the town contract, heat  
52 pumps, old lighting fixtures, old drafty windows, etc.
- 53 b. Learning Garden – A discussion of the Learning Garden proposal led to a consensus that  
54 the board wished to show support for the venture with a commitment for startup so the  
55 work could begin this spring. Carr made a motion and Armstrong seconded to support  
56 the creation of the permaculture Learning Garden, as prepared by Katsura landscaping  
57 in design consultation with library staff, and commit \$2,500 for start-up costs, with the  
58 funds available immediately upon request. **Vote in favor: 4-0 Action:** McBride will  
59 notify Casagrande of the plan to move forward. **Action:** Perrin will notify Aaron Abitz of  
60 Katsura Landscaping and request that Connolly forward her eco-literacy goals to the  
61 board for the next meeting, as originally coordinated with Casagrande.

#### 62 63 New Business:

- 64 a. Town of Sharon – Perrin and McBride will meet with the Town of Sharon Select Board  
65 this evening to discuss the library's proposal to provide library services to the Town of  
66 Sharon.
- 67 b. Copier Revenue – MacIsaac explained that the copier revenue is no longer covering the  
68 costs associated with the lease for toner and service. Perrin explained that two years  
69 ago, the Board had a special one year introductory rate on the lease and had passed on  
70 the savings to patrons by offering a free second side, which essentially meant that  
71 patrons didn't incur any increase because 20 cents for two-sided copies amounted to  
72 the old rate of 10 cents. This has provided a two year long grace period, which means  
73 we operate the service essentially at a loss under the current lease. MacIsaac made a  
74 motion and Carr seconded to adjust the print/copy rate to eliminate the free second  
75 side, and make the rate consistent: 20 cents per side for black and white and 40 cents

76 per side for color, effective March 1, 2019. Scanning prices remain unchanged. **Vote in**  
77 **favor: 4-0. Action:** Perrin will post signs announcing the change, effective March 1.

78 c. Building maintenance Subcommittee – Perrin requested that a subcommittee be formed  
79 with two trustees and herself to identify and plan building maintenance and repair  
80 projects for the library. This item will be reviewed at the next meeting so as to include  
81 new board members.

82 d. Trustee and Staff Training – MacIsaac and Carr will work with Perrin to prepare  
83 orientation materials for the new board members, with an orientation planned for  
84 March and/or April. Perrin also reported on staff development, and the Board reached  
85 consensus that she may plan to close the library for one day for an all-staff development  
86 day.

87 Armstrong thanked McBride for his years of service to the board, since he is not seeking re-  
88 election. All agreed and indicated that they hoped he would attend the next meeting as a  
89 member of the public and help with succession planning.

90 **Motion to adjourn** made by Carr, seconded by Armstrong. The Board voted unanimously to  
91 adjourn at 11:43 am.

92 **The next meeting of the Board is Tuesday, March 19 at 10 am.**

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