

1 Call to order at 1:35 PM

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3 **Present:**

4 Members: Pat MacIsaac, Eric Fleck, Emily Carr, Ann Marie Furnival

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7 Alternates: Suzanne Mieso, Travis Shattuck

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9 Absent: Lou Casagrande

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11 Acting Secretary: Ann Marie Furnival

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13 Suzanne Mieso alternate, was made voting member for this meeting for Pamela  
14 Armstrong who submitted her resignation letter to the Board last week.

15 Erick Fleck made motion to accept Suzanne as voting member for this meeting, Emily  
16 Carr seconded.

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18 **Vote: 4-0** Motion carried

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20 **First order of Business:**

21  
22 Quarterly visit by Charter Trust with Marcie Mackenzie and Bryan Sanford. This  
23 visit encompassed a review of the library's investments and assets held by Charter  
24 Trust.

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26 **Action Item:** All trustees must sign investment policy document. MacIsaac, as Chair  
27 and Treasurer Mieso were required to sign the investment objective document.  
28 Next report by Charter Trust set for December 17, 2019 during quarterly Trustees  
29 meeting.

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31 **Approval of minutes of May 21, 2019**

32 Minutes from May 15 meeting were approved.

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34 **Vote in favor: 5-0.** Motion carried

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37 **Approval of Non-Public minutes from May 21 meeting**

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39 Minutes of non-public meeting were passed around and read individually by each  
40 Trustee member; one change was noted and minutes amended.

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42 Motion to approve and accept minutes including changes made by Fleck, seconded by  
43 Carr. Motion carried.

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45 **Vote 5-0** Minutes sealed and stored.

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50 **Reports**

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53 **Treasurer**

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55 MacIsaac asked for a discussion of individual non-resident fees.

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57 The Board was informed the funds coming from non-resident patrons were taken by  
58 Town of Jaffrey and deposited in town account. It was suggested this matter be

brought to the Jaffrey Board of Selectmen in the Fall to negotiate a change of this practice.

Fleck made a motion to accept Treasurer's Report; Carr seconded. **Vote 5-0.** Motion carried

#### Petty Cash:

It was noted there is not an established petty cash account for the Library Director and most times emergency expenses are paid for out of the Director's personal funds.

Motion made to take from Trustees checking account #2292 \$200 to establish a petty cash account and purchase cash box for said funds. Motion made by Fleck; seconded by Carr. **Vote in favor: 5-0.** Motion carried.

Motion made by Furnival to accept Treasurer's report of May 21; Fleck seconded. **Vote 5-0.** Motion carried.

#### Correspondence Secretary

Due to the high volume of grants, donations and items to our library, Carr has been very busy with notes and letters to thank everyone for their time, efforts and donations of money and gifts. Towards that end, she does need a new supply of note, letter paper and envelopes.

#### Library Director' Report

MacIsaac commended Perrin on national library journal interview.

Perrin also reported on the high use of the library and heavy involvement by the community in library programs.

Motion made by Fleck to accept Director's report. Carr seconded. **Vote 5:0** Motion carried

#### Building Facilities Committee

Several issues came up after committee report was submitted.

1. Outside water spigot has been fixed and is working.

2. Security cameras. Fleck did attempt to talk with Chief Oswalt regarding the type of security cameras under consideration, but he was on vacation. Officer Muhlenberg was available to discuss the issue.

Cameras being considered do have an audio component which is not conducive to the library's privacy laws. Fleck is looking into it.

3. Driveway: Town manager Jon Frederick emailed Furnival regarding driveway repaving. It will be done by JDK Pavers. Date in August to be determined.

4. Meeting with Michael Given of Given Masonry regarding chimneys. The problems were more serious than initially thought. The west side chimney is tilting sideways and the east side has already lost bricks. Also, upon inspection of the building it became apparent that many bricks and brownstones are either missing mortar or

they're disintegrating. Mr. Given will be putting together an estimate for repairs and sending it to Furnival

Motion made to accept Facilities Committee Report by Fleck; seconded by MacIsaac.

**Vote in favor: 5-0.** Motion carried

### Old Business

#### Honoring Long-Term Volunteers

Fleck did meet with the volunteers in question and the initial suggestion of a plaque commemorating their long term service to the library was received very favorably.

**Action item:** Carr will obtain pricing of plaque.

#### Process for Director's annual review

Director's annual review is due in September. Fleck, after reading the previous review suggested more commentary regarding each category of evaluation.

A meeting was scheduled for September 10 at Noon to prepare review to be presented at September Board meeting.

Director Perrin will submit her self-evaluation to the board before the September 10 meeting.

#### NHLTA Conference

It was noted by members who participated the Conference was very helpful in some aspects: learning more regarding RSAs and Right to Know Laws.

Some topics were judged to be not as helpful as to the way NH communities go about raising funds and attention to the library's needs, but all in all it was a good conference. The Trustees learned much that can be useful in their duties going forward.

#### Strategic Planning

There was a consensus of the Board not to interview persons in the community until after the two August Strategic Planning sessions.

### New Business

#### New Voting Member

Trustee Member Pamela Armstrong submitted her resignation to the Board effective immediately. It was suggested Suzanne Mieso be elected as a new voting member since she is already acting as Treasurer. MacIsaac made motion to accept Mieso as voting member; Carr seconded. Vote in favor 4-0 Motion carried. Suzanne Mieso is now a full member of the Library Board of Trustees. The Board will wait until asking for another alternate to take open position.

**Action Item:** MacIsaac will submit necessary paperwork to the Town of Jaffrey.

#### Meeting Places

174  
175 Library Director Perrin discussed the requests of some patrons for a small meeting  
176 area and possibly a place to be able to tutor students or conduct job interviews  
177 without disturbing other patrons.

178  
179 Perrin's plan is to take the two small offices on the lower level, changing the  
180 smaller one into an area where tutoring, interviewing or business phone calls on  
181 Skype may take place and larger one to be used as a small meeting area, all by  
182 reservation only.

183  
184 The large room which is now being used to house Bookapalooza stock would be  
185 converted into a staff only room. At this point the staff does not have a private  
186 area to conduct meetings or do their work quietly away from the public.

187  
188 Phone lines and lines for computers would be needed to be installed. The Facilities  
189 Committee will make arrangements for the wiring with the proper professionals.

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191 Motion made by Fleck to go ahead with the plan; MacIsaac seconded.

192 **Vote in favor 5-0.** Motion carried  
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## 194 IT

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197 Director Perrin has been informed by Town Manager Jon Frederick that as of July 30,  
198 we would no longer have service from the present IT company. It was determined  
199 that another meeting would be scheduled as soon as the options were submitted by  
200 the Town Manager and we would decide whether to go with the town option or our own  
201 choice.

## 202 History Floor

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206 This is to be tabled until the next meeting scheduled for July 16, 2019

## 207 Adjournment

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210 Motion for meeting to be adjourned by Fleck. Seconded by MacIsaac.

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212 Motion carried. Adjournment was at 4:20 PM..  
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