

Jaffrey Public Library Board of Trustees

Meeting Minutes – April 23, 2019

Present: Pat MacIsaac, Ann Marie Furnival, Eric Fleck, Lou Casagrande (alternate), Suzanne Mieso (alternate), Travis Shattuck (alternate), and Julie Perrin, Library Director.

Emily Carr – arrived 10:02 am, left 12:18 pm

Suzanne Mieso left 11:45 am

Absent: Pam Armstrong

Additional guests: Steven Jackson, Park Theatre 11:45 am – 12:30 pm

The meeting was called to order by Pat MacIsaac at 10:00 am. MacIsaac assigned Mieso to be a voting member.

MacIsaac called a recess at 10:01 am for the board and Library Director to have a discussion with their attorney, Joshua Hilliard.

The meeting resumed at 10:27 am.

Secretary's report: There was a brief discussion of the details of the fund reported in the minutes for the payment of the Bookapalooza shipping costs. The Board consensus was to amend Line 53 to indicate "available Trustee funds" instead of Cutter fund. Fleck made a motion, and Furnival seconded, to approve the March 19 public meeting minutes, as amended.

Vote in favor: 5-0.

Corresponding Secretary's report: Carr reported on the thank you notes for recent donations.

Treasurer's report: New Treasurer Suzanne Mieso reported on the opening of a second checking account by MacIsaac, and the need to transfer funds in order to maintain a separate fund for certain items, according to statutory requirements. She presented multiple spreadsheets to show how she planned to track the various funds and expenditures. She also asked for more clarification on the details of the trust funds.

Fleck made a motion and MacIsaac seconded to pay the Bookapalooza shipping cost out of the Wetherell Fund. **Vote in favor: 5-0.**

A discussion followed regarding the importance of understanding donor intent, and whether the board would incorporate a drawdown rate into their strategic planning. Casagrande urged strongly that there be a consistent annual drawdown rate. Perrin explained that last couple of years saw big expenditures because for so many years, the Trustees did not invest in the facility, while also giving a lump sum to the Town. Action item: Board members will review the Trust fund documentation for future considerations of drawdown policy in strategic planning.

Mieso asked whether the board would like to see more details, such as checkbook register report, and the board consensus was yes, the board would like to be able to review all expenditure detail from all accounts on a monthly basis. Fleck made a motion and Furnival seconded to accept the Treasurer's report. **Vote in favor: 5-0.**

Library Director's report: Perrin's written monthly report had been distributed in advance of the meeting.

Several items from her report were discussed.

Cleaning: Fleck made a motion and Mieso seconded for the Facilities Subcommittee to contact McGurty Maintenance to renegotiate a cleaning contract that is more appropriate to address the high usage of the library. **Vote in favor: 5-0. Action item:** Furnival and Fleck will contact McGurty Maintenance and report back to the Board.

Nut-Free: Due to the cleaning issues and prevalence of allergies among staff and patrons, Perrin requested that the library be posted as a nut-free facility. Even though food is not typically permitted in the library, nut contamination has been a problem with outside groups or events that do allow food, leading to more intensive cleaning by staff.

MacIsaac made a motion and Carr seconded for the library building to be posted as a nut-free location (no peanuts or tree nuts). **Vote in favor: 5-0. Action item:** Perrin will post signage and make the necessary changes to the Code of Conduct and Meeting Space policies to reflect the change.

Teen Window Seat: The window seat is completed and was done only for the cost of materials with all labor donated, and will be paid from the balance of the Minter donation. Perrin and Connolly have made arrangements with Practical Upholstery for the base cushions. The estimate is between \$800-1,000. Toss pillows, etc. will be made by the teens in a library sewing program.

Family programming request: Perrin presented a funding request from the Cutter fund, by Youth Services Librarian Andrea Connolly, to fund the Summer Learning finale with Wildlife Encounters, and a Graphic novel workshop in the fall with Marek Bennett. Fleck made a motion and Carr seconded to withdraw \$1,000 from the Cutter fund to be used to cover those expenses. **Vote in favor: 5-0. Action item:** Mieso will request the funds from Charter Trust.

Plumbing: Furnival reported on the plumbing repairs with Pinney Plumbing.

Driveway repaving: Furnival and Fleck will discuss scheduling with the Town Manager.

Old Business:

- a. Sharon – Mieso reported that the check had been received and deposited in the new checking account, according to statutory requirements.
- b. Secretary for the Board – The discussion resumed regarding the use of the library director to take minutes and perform the secretarial functions of the board. No board

member wished to take on the responsibility, and it was agreed that Perrin should not have to continue to perform those functions. A consensus was reached that a job description be developed and the board will post an ad for a position. **Action item:** Casagrande and Furnival will work on developing a list of administrative tasks for the position to be posted.

- c. Honoring long-time volunteers- Discussion was tabled until next meeting.
- d. Debit card update – Mieso reported that the cards have been acquired by the Chair, MacIsaac and herself as treasurer.
- e. Strategic Planning - Discussion was tabled until next meeting.

New Business:

- a. Security cameras – Furnival and Fleck reported on the security cameras they researched for the high risk areas (e.g., stairwells) to address patron and staff safety. There was a consensus for the Facilities Subcommittee to move forward. All agreed that the camera location areas will be posted that they are under surveillance, and no cameras will be directed towards any service areas such that patron privacy and confidentiality would be impacted.
- b. Energy Audit – Perrin indicated that we are waiting for the report from Eversource.
- c. NHLTA Orientation – Furnival reported on her training. She said it was very valuable. She made specific note of the following things she learned from the training:
 - a. The Board of Library Trustees should present their budget in its entirety to the Select Board and Budget Committee, without Town Manager involvement.
 - b. The Library Director should not be the minute taker for the Board of Trustees.
- d. NHLTA Conference registration – Perrin printed registration forms for all board members. MacIsaac asked all board members to return their registration forms to the Trustee folder in the Library by May 1 so Mieso could send one check for the registration.
- e. JPL Regional Meeting Hosts – May 3 at Noon. Perrin will let everyone know when we have a headcount.
- f. Earth day 2020 - Casagrande indicated he would be meeting with the Chamber, Conservation Commission, School Superintendent, and Town Manager, and asked the Library to commit to a role in Earth Day 2020 celebration. Fleck made a motion and MacIsaac seconded that the library will publicly endorse the Earth Day 2020 celebration, in a role that is yet to be determined. **Vote in favor: 5-0.**
- g. Park Theatre (11:45 am – 12:30 pm) – Steve Jackson from the Park Theatre made a presentation to the group. In addition to a formal slideshow presentation on what to expect from the Park Theatre, the discussion included impact to the library both during construction, and once the theatre opens with regards to parking and access.

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115 **Motion to adjourn** made by Fleck, seconded by Shattuck. The Board voted unanimously to
116 adjourn at 1:00 pm.

117 **The next meeting of the Board is Tuesday, May 21 at 1:30 pm in the Trustee Room of the**
118 **Library.**

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

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