

**Jaffrey Public Library Board of Trustees  
Meeting Minutes**

**Date** January 17, 2024

**Time** 10:00 am

**Chair** John Stone

**Present** John Stone, Deb Weissman, Emily Carr, Jaime Hutchinson, Grace Flesher, Jim Draper (alternate), Julie Perrin (Library Director)

**Members of Community Present:** Judith Goff

***Meetings are open to the public except as allowed under RSA 91-A:3.***

*If requested, the meeting may become a non-public session per RSA 91-A: 3, II (a) personnel; (b) hiring of any person as an employee; (c) matters which, if discussed publicly, would affect adversely the reputation of any person; (d) consideration of acquisition, sale, or lease of property; (e) consideration or negotiation of pending claims or litigation.*

**Call to Order**

10:00 am JS

**Motion to appoint Judith Goff as an alternate to the Board of Trustees. GF/DW**

**Motion passes 5:0**

John will write a letter to the Select Board for their approval. Judith will then need to be sworn in by the Town Clerk to be an official member of the Board.

**Approval of Minutes**

Public Meeting Minutes – December 20, 2023

**Motion to approve as presented. GF/EC**

**Motion passes 5:0**

**Corresponding Secretary's Report**

Emily is in the process of completing this month's thank you letters.

**Treasurer's Report**

**Motion to approve as presented. GF/EC**

**Motion passes 5:0**

Grace reminded everyone to make sure they are reviewing the Treasurer's Report before coming to the BOT meetings.

**Motion to accept and expend the following donation/grants:**

Castiglioni Family	\$100
Kevin Sterling	\$50

**GF/EC**

**Motion passes 5:0**

Trustee Funding Commitments 2024

Grace used Google Sheets and the Bar Harbor financial reports to explain the amount of income that is actually available for the Trustees to utilize in 2024. The Trustees then looked at the BOT's 2024

funding commitments which include cleaning wages, cleaning supplies, building maintenance (in excess of town budget), learning garden, and insurance.

Funds and sources of income include Town of Sharon contract, income from town administered trust funds (unrestricted and Library Grounds), and income from Library trust funds.

BOT has committed to \$27,007.66

Funds available are \$23,081.83

Therefore the 2024 Trustee Commitments are underfunded by \$3925.83.

The solution is to cover this amount using the \$13,598.51 (unrestricted) in Account 7366. This is the ONLY cushion we have to use for unexpected expenses such as building maintenance issues. We do not have any other cushion without impacting principal.

**Motion to transfer 2023 income from Library Trust Funds per donor intent. DW/EC**

**Motion passes 5:0**

Deb shared that Grace's help has been invaluable and is thankful for her help with the annual report.

Grace suggests that the BOT writes a thank you letter to Dan Lothrop who helped create the current Google Sheets financial reporting system. Deb volunteered to draft this letter and John will send it.

**Director's Report - as submitted**

Everyone thanked Julie and complimented her work on the annual report.

Town of Sharon 2024

Julie is currently preparing the new contract for the Town of Sharon.

Encumbrances approved by the Town Manager

The slate roof repair and the conduit fix for the fiber have both been approved.

Julie will schedule the roof repair with Melanson.

Jim suggests writing a letter to the Town Manager thanking him for putting these capital improvement projects on the docket.

## **Old Business**

### Budget 2024 recap

The Library budget was approved at the Budget Committee Hearing before all of the Board of Trustee Members arrived. John Stone was the only Trustee present for the hearing because the library budget review began way ahead of schedule. Although it was great that the budget was approved without issue, the BOT missed their opportunity to share the prepared documentation with the budget committee and discuss the staffing challenges and job market, and the future need to hire an Assistant Director. The library still has only four benefited positions, the same number it had when Julie started in 2016, when the library had a much lower level of usage and engagement.

### Trustee Open Positions

Grace will be running for another term.

Jim Draper will run for the open position.

Judith suggests adding an accountant to the BOT in the future. Deb's term is up in 2025 and it would be great to have someone with accounting experience as the next treasurer. She suggests looking at what other skills might be needed on the Board.

Judith Goff leaves the meeting at 10:48 am.

### National Register Plaque

Franklin Bronze Plaques (Franklin, PA) sent a proof and a quote. The quote is for \$509.20, before installation.

The BOT has no money to pay for the plaque considering all of the 2024 funding commitments. Julie did approach the Friends of the Library about funding the plaque. They will discuss it at their next meeting on January 22. John and Grace will attend.

After the funding is figured out we will need to find someone to install the plaque.

Deb suggests that the BOT send the Friends of the Library a list of needs and wants for the library to improve communication and let them know how best they can help the library.

### Foundation

Grace would like to speak to the Friends of the Library about the idea of the Foundation in order to make them aware of the plans and clearly explain how a Foundation is different from a Friends group. Both are important to the success of the library.

A work session focused on the establishment of a Foundation is scheduled for Wednesday, January 24 at 10:00 am. Grace requests that everyone reviews the draft bylaws and makes comments. Everyone should also bring a list of possible Foundation board members to next week's work session. Ideas for people to serve on the Board of Directors as well as an Advisory Board are needed.

**New Business**

Two open alternate positions on the BOT will need to be filled.

**Meeting concluded at 11:20 am.**

**Motion to adjourn. DW/EC**

**Motion passes 5:0**

**These minutes were recorded by Jaime Hutchinson.**