

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

Date February 21, 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)

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

Approval of Minutes

Public Meeting Minutes – January 17, 2024

Motion to approve as presented. GF/DW

Motion passes 5:0

Public Meeting Minutes - January 24, 2024

Motion to approve as presented. GF/DW

Roll Call

John Stone Aye

Deb Weissman Aye

Emily Carr Aye

Grace Flesher Aye

Jaime Hutchinson Abstain

Motion passes 4:0:1

Corresponding Secretary's Report

The Trustees expressed their appreciation to the Corresponding Secretary.

Treasurer's Report

Motion to approve as presented. GF/EC

Motion passes 5:0

Grace raised a question about the January Bar Harbor Report. The Trustees requested \$8424.45

be transferred from the income balance. However it appears that \$188.70 was transferred from the principal and \$8235.75 from the income. Deb double checked her emails and confirmed that she requested the amount be transferred from the income balance (not the principal). Deb will follow up with Bar Harbor Trust to find out why some of that amount was transferred from the principal.

Motion to accept and expend the following donation/grants:

Friends of the Library \$200 (programming)

GF/EC

Motion passes 5:0

Director's Report - as submitted

JPL received positive press about the Financial Literacy Grant. The program materials will arrive in the summer and Julie will train the staff. There is another grant that JPL has been awarded but we cannot announce it yet.

M&T Bank in Jaffrey is interested in doing a program during the summer for teens and young adults. M&T has consistently been a good partner. They have provided prizes for summer and winter learning as well as Fraud Programs with AARP. Eric Sopper, Relationship Banker, has been great to work with.

Julie met with Olde Windows Restorers of Warner, NH. They are the only window restoration company that responded to her. They are in the process of preparing multiple quotes for work on the old windows that are not winterized properly. This will provide the information needed to apply for the Moose Plate Grant.

The contract with Sharon is tentatively approved, pending a vote at their Town Meeting.

The JPL is piloting a new program with the River Center funding by a grant from the Jaffrey-Rindge Cooperative School District. This will provide programming for infants and parents.

Old Business

National Register Plaque

Grace went to Belletetes to ask about the installation of the plaque. Mike Shea came to the library and looked at the spot where the plaque will be placed, looked at a picture of the plaque and read the mounting instructions. He offered to install the plaque for free. The plaque will be shipped in March

Friends Meeting

Grace and John attended the January Friends of the Library meeting.

Grace shared information about the Trustees plans to form a Foundation. Julie talked to them

about the books sales and suggested that they increase the book prices from \$1 to \$2. Many libraries have made this same increase. Julie explained that the low price adversely affects circulation. Many non-residents attend programs and purchase the low cost books instead of buying non-resident cards. The cost of non-resident cards goes to the Town of Jaffrey. The Friends did not agree with Julie and thought it was important to keep the cost at \$1.

The Mae Williams Program that was sponsored by the Friends of the Library took place on February 3, and there was a great turn out. Grace expressed concern that the Friends indicated to her that this was “a Friends program.” This program, however, was a Jaffrey Public Library Program *sponsored* by the Friends. Rather than accepting their role as a sponsorship organization of Library programs, the Friends used the introduction to promote their organization, and did not allow the Trustees to introduce the historian they hired for the National Register process. This was disappointing and inconsistent with policy and practices with every other organization that sponsors library programs. Disagreements about the role of the Friends have been ongoing.

Foundation

Julie referred Grace to Katherine Heck of the NH Municipal Association (NHMA), which supports non-profits. The NHMA cannot help us set up a foundation but Katherine Heck herself would like to help the Trustees. She has experience setting up non-profits and helping them fundraise. This help would have to occur on non-work time for her.

Katherine’s advice was to first identify five people who could form the foundation. They need to be five unrelated people and there should be no BOT’s or Friends of the Library. Each organization has its own mission and purpose and one person cannot serve for more than one. It’s beneficial to have someone from the other organizations attend meetings but they cannot be voting members.

The five founding people should create a strategic plan (5-10 years). It’s important that the foundation isn’t set up for one short term goal but for an ongoing active mission.

Katherine also suggested that the BOT explore every avenue of the Friends of the Library to see if that non-profit can support the needs of the JPL before going down the road of starting a Foundation. There are many ways that 501(c)(3)’s can apply for grants or programs to obtain money. She shared the example of charitable gaming in NH. In order to run a charitable gaming venue a certain percentage of the proceeds must be donated to a non-profit. Any non-profit in good standing can apply to be on the list. When your name is pulled you receive the proceeds from a certain time period. As an example, the Greenfield Meeting House received \$16,000. The Friends of the Library could apply to be on this list.

Grace spoke with Mary Jo Marvin about this opportunity. The Friends are aware of this but have not applied to be on the list.

Grace found out that the Friends of the Library are on good standing as a registered charity. They are listed as “suspended” which just means that they have permission to file every 5 years because they are so small and inactive.

Grace also discovered that there is a little bit of difficulty with their organization name. Under the IRS they are listed as “Friends of NH Libraries”.

On the NH Charitable List they are “Friends of Jaffrey Library”.

In their own bylaws they are “Friends of the Jaffrey Public Library”.

The Friends of the Library told Grace have been aware of this for a number of years. Grace suggested that they resolve this so that there isn’t confusion such as donating money to one name but receiving a tax receipt listing a different name, but the Friends did not indicate a willingness to address this. Julie indicated she had also raised this issue to them many years ago because the inconsistency prevents the Friends from being eligible for easy fundraising opportunities like Amazon Smile.

In a town the size of Jaffrey should we have Trustees, Friends, and a Foundation?

The Friends organization should be able to do the fundraising that the library needs.

The 3 roles that would be important for a Foundation would be:

1. obtain grants
2. raise awareness about planned giving
3. general fundraising

Are there ways that the Trustees can address these roles without forming a Foundation?

Obtaining grants is very time consuming. Now that we are on the Historic Register there are grants for tens of thousands of dollars for preservation. The Trustees could hire a grant writer. Katherine Heck could recommend some grant writers and the Trustees could interview a few. Money from the grant may be able to pay for the grant writer.

Grace and Judith Goff both have experience with planned giving and they could work on this together. General fundraising could be addressed by the Friends of the Library.

The Friends annual public meeting will be held at the Library on Saturday, April 13 at 10:30 am.

Alternate Trustee Position

We are in need of 1-2 more alternates.

New Business

Girl Scout Library Lock-in Request

The Trustees received a request from Jaffrey-Rindge Girl Scout Troop 88104 to have a library lock-in. The library has a long relationship with the Girl Scouts and this is a favorite repeat program. The Trustees look forward to continuing a positive relationship with the Girl Scouts.

Motion to approve the Girl Scout Lock-in request. GF/EC

Roll Call

John Stone Aye

Deb Weissman Aye
Emily Carr Aye
Grace Flesher Aye
Jaime Hutchinson Abstain

Motion passes 4:0:1

Candidates Night

Thursday, February 29

Grace will be out of town. Jim will be present.

Other BOT members will be present in support.

Chamber Annual Meeting for Award

Thursday, March 28

The JPL will be receiving the Non-profit of the Year Award.

Grace, Jaime, Emily and Jim will attend.

Budget 2025

Grace strongly recommends that as soon as town meeting is done, the BOT request to meet with the Budget Committee and Jon Frederick. It is important that the BOT have a discussion about the JPL's financial situation and staffing a full time position. We need to have this discussion when it's not budget season. The intent would be to have a more collaborative approach to the budget in the future. The library's level of engagement and usage is higher than we can afford to staff and we've had issues with retention. The Budget Committee could help with problem solving.

Meeting concluded at 12:00 pm.

Motion to adjourn. DW/EC

Motion passes 5:0

These minutes were recorded by Jaime Hutchinson.