

Jaffrey Public Library Board of Trustees

Meeting Minutes

Date 4/17/24
Time 10:00 am
Chair Grace Flesher

Present: Jim Draper, Judith Goff, (Alternate), Grace Flesher,, John Stone, Deb Weissman, Julie Perrin - Library Director, Monica Diab

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

10:01 am - GF

Appointment of Alternate: GF appointed alternate JG as a voting member for this meeting

Public Comments - Guest:

Monica Diab from the TD Bank was asked to join us to discuss the TD Bank Affinity program. The bank provides financial incentives to non-profit organizations based upon individuals naming their affinity to these organizations.. If an individual wishes to support the Jaffrey Public Library they would complete banking paperwork at TD and the Library would receive funds at the end of the year. These funds are based upon the balances in each specific affiliation account. The Library would receive \$25.00 upon the opening of every new checking account. Monica will check on the library's eligibility as a municipal tax exempt organization and not a 501(c)3. She also expressed interest in our open Alternate Trustee positions.

Board Reports

Secretary Report: - Approval of March 20, 2024 Minutes

Motion by JG/JS to approve 3/20/24 public meeting minutes as presented.

Motion passes: 5:0

Corresponding Secretary's Report

The Board would again like to thank Emily for her work.

Treasurer's Report:

Motion by JD/JS to approve as presented

Motion passes: 5:0

The Treasurer detailed the end of fiscal quarter transfers in process to assign unrestricted funds to cover current operating expenses.

Director's Report:

The director's report was presented and the impact of high usage was discussed.

Old Business:**Purchasing Policy:**

Julie shared that the Town will be revising their purchasing policy and she received the recommendation from NHMA for the Trustees to have their own purchasing policy. Julie will research other libraries policies and forward a draft to the Board for their next meeting.

Moose Plate Grant Intent:

The letter of intent has been filed. Julie is waiting for more defined quotes from preservation contractors. All of these proposals will deal with the Library windows.

Motion by DW/JG to authorize Julie to move forward with seeking quotes for the eyebrow and stairwell windows with fixed storms as a top priority. Motion passed: 5:0

Other Items:

The water usage in the Library continues to rise as does the water bill. Julie had the plumbing evaluated to be sure there were no facility issues contributing to the rise in usage, but it is tied to patron use of the library. All agreed that this means that our patrons are using the library but it is also an expense we need to monitor.

Julie discussed the recent tree clean up efforts resulting from the recent storms. The Town still remains confused with the NH RSA mandate stating that the property located in front of the Library is ours for "custody and maintenance". We will continue to discuss this with the Town administration.

Julie shared communication she had received from Todd Croteau, manager of DPW, related to the tree clean up. The Trustees asked Grace to contact Todd by email to express our focus on patron safety, our desire to limit potential liability, and share our understanding, through the RSAs, of the Board's role as the custodian of library property. It was further suggested that Grace provide a brief explanation of why the Trustees paid for lawn mowing for the period 2020-2023, in the hopes of keeping the library lawn free of pesticides and herbicides.

Old Business

National register plaque – The plaque has been installed - Thank-you Mike Shea. John is working with Emily to develop and plan a dedication event. It will tentatively be scheduled for 6/29/24 following the Summer Learning Kickoff Monadnock Falconry program at 11AM. More details to follow:

Budget Committee Meeting request – As noted in the Minutes of our previous meeting, the Board instructed that Grace request a meeting with the Town of Jaffrey Budget Committee so that we could, in advance of the annual budget process, discuss our needs and present a more realistic financial operating proposal for the upcoming year(s).

In response to our request, the Town Manager, Jon Frederick, emailed Grace and suggested we contact the Town Selectboard instead. We discussed Jon Frederick's suggestion, and plan to hold further discussion on this matter at future meetings. . In the meantime, the Trustees asked Grace to email Jon Frederick, acknowledging his reply, and indicating that she has shared it with the Board.

Planned Giving:

Grace and Judith are working on language for review concerning planned giving.

Alternate Trustee positions – The Board will contact and invite potential members to attend future meetings.

New Business

Portrait Inquiry:

Julie received a request from an independent out of state art researcher to provide her with color photographs of the Library portraits. The Smithsonian National Portrait Gallery has photographs on their website to which the individual was referred by Julie. There was a consensus of the board that we cannot accommodate the additional request from an non-affiliated individual.

Supervised Visitation Inquiry:

A few weeks ago an Antrim resident called Julie after Antrim implemented a no court-ordered supervised visit policy similar to ours. The caller was a foster parent making inquiries about the policies at local libraries. Julie invited the caller to this meeting if they had additional questions but they did not attend.

After School Program:The Town Manager invited the library's involvement in possible future afterschool programming with the SAU. This is in the planning and discussion phase, although the Board expressed concern that library staff are already stretched too thin. Julie agreed that the library could not consider participating without an additional full-time librarian on staff.

Board Consensus: Authorize Julie to continue to participate in meetings The JPL's involvement will be determined by the Director -

Additional Items:

Strategic Plan: Grace suggested that we start each meeting with a brief review of our Strategic Plan to include Mission, Vision and Goals. All members present supported this idea.

Motion by DW / JS to enter Non-Public Session

Specific Statutory Reason cited as foundation for the non-public session:

√ **RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has the right to a public meeting, and (2) requests that meeting be open, in which case the request shall be granted.**

Roll Call vote to enter non-public session

Grace Flesher AYE

John Stone AYE

Deb Weissman AYE

Jim Draper AYE

Judith Goff AYE

Motion passes 5:0

Entered Non-Public Session at 11:55am

Public Session reconvened at 12:20pm

Motion by JS / JG to seal the minutes of the Non-Public Session because it is determined that divulgence of this information likely would:

√ **Affect adversely the reputation of any person other than a member of this board**

Render a proposed action ineffective

Pertains to preparation or carrying out of actions regarding terrorism

Next Meeting: 5/15/24 - 10AM - JPL

Motion to adjourn at 12:21 JS / DW

Motion passed 5:0

These minutes were recorded by Jim Draper