

## **Jaffrey Library Trustees- Minutes of Meeting- December 19th, 2016**

### **Public Meeting was called to order at 1:03 pm.**

Present were Tammy Cummings, Fran McBride, Travis Shattuck, Nancy Clapp, Pat MacIsaac, Emily Carr, Julie Perrin (new director), and Andrea Connolly

### **Library Update: Andrea Connolly (Children's Librarian)**

- Marilyn was on vacation last week. Subs were called in to assist.
- The library has not been busy due to the time of year. This has worked out well for staffing.
- The substitute librarians have all been trained and now should be able to work on the desk when needed. Two of the subs hired will soon have their MLS so they should make a nice addition to the staff.
- Andrea will be on vacation next week. She will call to make sure the subs are aware of their hours and responsibilities before she goes.
- Mold Issue- Technicians from Neatly Done are continuing to work on the mold problem. They will be coming either Tuesday or Thursday of next week to work on the meeting room since there aren't any programs scheduled on those days. A call will be made to Neatly Done to postpone the duct work scheduled during the week. It is important for the duct cleaning to be done either on a Saturday or an evening when the library is closed. Fran will monitor this since Andrea will be away.

### **New Director**

- Julie Perrin's contract was signed and she was officially hired.
- The town does not supply disability insurance but as part of Julie's contract the trustees agreed to provide it. Fran contacted Health Trust for a quote.
- Julie asked several questions to help her prepare for starting in January. Discussions were as follows:
  - There was an overall discussion of possible budget changes.
  - Julie will speak to Linda at the Town Office to question moving items in the budget around, changing figures, timelines, etc.
  - Julie asked the Trustees for 2 slip printers. This purchase was voted on and approved by all of the Trustees. Two slip printers and thermal paper rolls will be ordered asap and delivered to the library before Julie's arrival. Once connected books will no longer be stamped because a receipt will be printed. This is best practice and makes use of the ILS (Apollo) as it is intended.
  - A few other changes were suggested. People counters were recommended at each door to provide more accurate stats on the number of patron visits. The other would be changing around the budget to hire part time helpers (high school or college students) since staffing has always been a concern for the library.
  - The next recommendation was changing Andrea from 35 hours salary exempt a week to 40 hours hourly. The Fair Labor Standards Act (FLSA) was supposed to go into effect Dec 1, 2016 but there was a court injunction. IF it goes into effect, any salaried exempt employees would have to be paid a new much higher salary rate. The library will preserve it's budget and the level of service by switching her to 40 hours, hourly with no permitted overtime. The Board voted unanimously to make this change effective February 1, 2017.
- Julie and the Trustee Board then brought up the \$20,000 not given to the town. Ways to improve the relationship with the town were discussed. Julie suggested a memorandum of understanding (MOU-a

formal agreement between two parties) to be written for the Select Board and the Library Trustee so that both could get on the same page. This could possibly help ease the current tension and build a stronger relationship that lends itself to working together for the good of the library and town.

### **Minutes**

- The November minutes were accepted.

### **Treasurer's Report**

- There was not a lot of activity this month. Neatly Done was paid their second installment. They have been paid around \$5400 so far.
- Nancy will contact Charter Trust and ask for \$5,000 for upcoming expenses.

### **Building Report-**

#### **Updates:**

- *Children's Room Outside Entrance*– On December 5th, Dan from Neatly Done and John Given worked on finding a solution to the leaking under the children's room door. A water test was done. 40 gallons of water were dumped to determine why the doorway was leaking. The threshold seemed to be the issue. On Dec. 6th, John made a drain and added a silicon seal to remedy the problem. If this doesn't fix the situation, then the library will make an appeal to the Town for help using the Building Capital Maintenance Reserve Fund. Cush Moore and Glen R. from DPW were also involved in this.
- *Mold*- The brick foundation is causing moisture to seep into the drywall. Some drywall was removed to encourage more air movement in hopes that the basement will dry up. Neatly Done was not able to reach one of the cavities due to an electrical panel being in front of it. There was also a section that had a light fixture in the way. Grace Electric has been called and is going to work with Dan from Neatly Done to take care of this.

### **New Director To Do List**

- Julie will make copies of the new Trustees' Handbook so each member will have his/her own copy.
- Julie will work on the budget with an eye to a possible reduced request. At the meeting with Interim Town Manager she will discuss how to smooth over the withdrawal of our \$20K contribution. We will also discuss COLA for our staff. We will see if our budget presentation can be postponed. She would also like to have a Memorandum of Understanding regarding responsibilities for Building issues as mentioned above.
- She will propose to work with the town to develop an enhanced town website with an independent library subsite. She has already accomplished this in Greenfield. This can be achieved via Virtual Town and School software. There will be one community calendar. This would be the most cost effective way to do this. It would cost \$6000 but could be spread over a three year period. This is something the library trustees could donate to the town.

***The Meeting was adjourned at 3:45. The next meeting is scheduled for January 10th at 12:30.***

*Submitted by Tammy Cummings and Fran McBride*