

## Jaffrey Library Trustees Meeting--January 10, 2017

The meeting was called to order at 12:37pm

Present were: Pamela Armstrong, Emily Carr, Tammy Cummings, Pat Maclsaac, Fran McBride, Travis Shattuck and Julie Perrin, Librarian

### Secretary's Report:

Several suggestions for changes were made for the report from 12.19.2016 and Tammy will redo the report. It was accepted with those changes.

### Treasurer's Report/Budget Report:

Pat Maclsaac reported that we received an anonymous donation of \$1,611. This donation had arrived in November but in the staff changeover it did not resurface until late December. The donor has been thanked. Our current balance is \$8,612.84.

Discussion ensued about the budget.

The first issue was a discussion about bonuses for staff versus COLAs. We had voted at a previous meeting to give generous bonuses to staff this year and not give COLAs.

Pat Maclsaac asked why Workers Comp is part of the library budget when unemployment is paid by the town. Julie will ask Linda Langille how this works.

Julie remarked that Prymex is our risk management concern through the town. She has a good working relationship with them.

Since our meeting time is limited due to a scheduled Friends' Meeting at 2pm, Fran moved that we discuss the budget, as it is high priority.

We discussed the budget request which Julie has been working hard on. Last year Libby requested \$256,856 and we received \$247,649. This year Julie plans to ask for less, stating that she is confident she can add revenue from grants and other sources. She will explain to the Budget Committee that, even while requesting less, she plans to bring back Saturday hours with a goal of providing community enrichment.

Fran moved to accept Julie's budget proposal and Tammy seconded it. The vote was taken and approved unanimously.

The library will present to the Budget Committee January 17 at 6pm in the Town Hall. We hope as many trustees as possible can also attend.

### Building Report:

Fran reported that:

Neatly Done is near completion of the mold remediation project. They have removed the bottom two feet of drywall in all areas of suspected mold infestation and have removed the mold via HEPA-filtered vacuums. Much of the drywall was replaced with a non-paper surface type and a gap for air circulation was left at the bottom. Large amounts of accumulated trash and debris have been removed. All air ducts have been cleaned. This week the floors in all affected areas will be power washed. Dan says the cost will be slightly above his estimate.

Rodney Hixson inspected our poorly functioning heating system on January 4. The boilers are functioning properly but the heat is not being distributed throughout the building. Some thermostats are not working. Water pipes are not labeled so he doesn't know which go where. He needs to return and spend some time analyzing the system. It was moved and unanimously approved to hire Rodney to diagnose the problem(s).

### Library Director's Report:

Julie gave each of the Trustees a copy of the new edition of the Trustee's Manual

### Annual Report

Both the Trustees' Report to the town and the Library's Report to the town are due on Friday, January 13th. As our departing Librarian left us no information regarding the necessary statistics Andrea Connolly our Children's Librarian and Julie Perrin, who was not yet our Library Director, have worked hard to come up with these statistics.

### President's Report:

We discussed some of the points made by Libby in her exit interview presented by Pat. Fran announced we had received a thank you card from Linda Gleason for her bonus.

### New Business:

Julie will decide on library hours depending on decisions made at Town Meeting. Meanwhile, she will be monitoring usage of the library in different places and at different times to get a sense of what would work best. She and Andrea are researching people-counters to find something that will fit our needs. She would like these to be installed as soon as possible.

Julie also asked our advice on a situation that has come up with Deb Thurber who made arrangements with Libby last November to be using the Bean Room and the meeting room when available for six home-schooling sessions for her Shakespeare Project students in January and February. This is not an acceptable use of library space as she is paid by these students--it is not a public function. Since Libby had okayed this Julie felt she had to allow it even though it is against our policies. This is a one-off situation.

Tammy Cummings' term expires in March. She will file at the town office for the election. She would prefer to say on as an alternate as her schedule is so busy. We hope Pat MacIsaac will join us soon as a Trustee.

We discussed the fact that our minutes and policies need to be posted and stored permanently.

Our next meeting is scheduled for February 7, 2017 at 1pm.

We adjourned at 2:21

Submitted by  
Pamela Armstrong  
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