

Jaffrey Public Library  
Trustees' Meeting  
2.7.17

Present: Pamela Armstrong, Emily Carr, Tammy Cummings, Francis McBride, Stephanie Minter, Travis Shattuck and Julie Perrin, Library Director

The meeting was called to order at 1:07

Reports:

**Secretary's Report:**

Julie corrected the spelling of Primex. Julie has checked on the Workman's Comp issue and found that it has always been a part of the budget--a portion of the total Town Budget.

Julie is also posting the minutes on the library website.

Fran asked if the library calendar is also on the website. Julie said not yet. Fran moved the minutes be accepted, Tammy seconded, The vote passed 5:0

**Treasurer's Report:**

Fran clarified that last year we had received approximately \$8,000 from the Town Trust and \$8,000 from Charter Trust. He expressed his dissatisfaction with the Charter Trust Report which is almost impossible to read. Stephanie concurred.

Fran is currently investigating alternatives to our cleaning service and we have decided not to renew our contract with JPPest Services.

Julie suggested we find someone professional to take our minutes. Erline was mentioned as a possibility. Fran moved that we investigate this and Pamela seconded it. The vote passed 5:0

Tammy submitted a receipt for an Amazon purchase.

Julie announced that she had received two large donations that day. One from Dr. John and Mrs. Stephanie Minter to the Trustees for \$5,000 and another private donation to help with our new space redesign project, also for \$5,000.

Fran noted that the Auditors will be coming and we will need the January statement from TD Bank.

**Building Report:**

Fran was commended for asking John MacLean for help in finishing the payment to Neatly Done. That mold remediation work has been completed and paid for.

Fran reported that Rodney Hixson gave a final report and said the heating system is functioning properly except for the third floor which will never heat properly because the whole floor has only two air ducts and they are undersized.

Water intrusion continues under the entrance by the Children's Room.

**Library Director's Report:**

Julie had prepared extensive reports for us before the meeting. (See attached)

We discussed the issue of staff vacation times. One permanent Library Assistant has six weeks paid vacation. It seems to have been the practice that they could take

vacation time whenever they pleased without regard to the needs of the library. Specifically this has been a problem with regard to the Summer Reading Program, holidays like Christmas, and school vacations. Julie has received copies of the Town's Personnel Policies on vacation.

The Trustees have tasked Julie with devising new vacation policies which would better reflect the needs of the library as soon as possible so staff can adjust accordingly.

The Trustees have also asked Julie to devise a sample personnel job description as we seem to lack a definition of personnel responsibilities. We will work with her then to formalize these.

The Trustees also decided that professional development membership expenses for Library Assistants will no longer be covered in the library budget. The vote passed 5-0

The Trustees approved adopting the Code of Conduct Julie proposed, feeling this would empower the staff and give them more guidance and would also resolve the issue of an unattended children's policy. Fran moved to accept a new Code of Conduct Policy, Emily seconded. The vote passed 5-0

Julie brought up the issue of the copier's limited capabilities. She would like to change copier vendors. She feels we need to provide better, more modern print/copy services to our patrons, and she met with interim Town Manager John MacLean and Finance Director Linda Langile in January who agreed that if Town funds are not used for the copier, the library could keep income from the equipment to finance the new machine upgrade. She has been in discussion with Symquest in Keene regarding lease possibilities and provided quotes.

The Trustees voted 5:0 to discontinue the use of Town funds for the Hallmark Copier machine and authorized Julie to change vendors. Income from the new machine will be turned over to the Trustees who will be responsible for paying the invoice.

The staff will no longer count the Friends money as it is not legal to do so.

There followed a lively discussion about Julie and Andrea's thoughts so far about a library redesign. The basic idea is to move as much as possible to the main floor so it will become a family friendly space. The Childrens' area would be on the main floor with downstairs accommodating a more open meeting area, stacks and technical services. There are so many possibilities but everyone is excited.

A sub-committee is being formed to include the Minteers, Emily, and Pam to meet separately from the whole board to help determine how we should proceed. Tammy also will take part if time allows.

## **Old Business:**

Tammy Cummings will remain as an alternate, Pat MacIsaac has filed to run as a Trustee.

Both annual reports have been filed.

We received a letter from a Boston law firm that Libby had contacted and they claimed to have no record of the Wetherell fund. Our next step will be to investigate Norfolk County Probate Court.

Hopefully some of us can attend the public hearing of the Town Budget Committee on Saturday, 2/11/17. Fran thanked Julie for her comprehensive report.

Meeting adjourned at 3:28.

Respectfully submitted by Pamela Armstrong, Sec

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