

Jaffrey Public Library Trustee's Meeting  
March 7, 2017

Present: Pamela Armstrong, Tammy Cummings, Pat MacIsaac, Francis McBride, Travis Shattuck, Becky Newton and Julie Perrin, Library Director

The meeting was called to order at 1:06

Reports:

Fran introduced our new Trustee alternate Becky Newton.

**Secretary's Report:** Julie pointed out that it should read that professional development membership expenses for Library Assistants will no longer be covered in the library budget Although they have already been paid for for this year.

The minutes were accepted as amended. Pat moved, Fran seconded, All in favor 4:0

**Treasurer's Report:** Pat reported that two donation checks have been received and that she plans to check with Stephanie about the money coming from the Minteers.

Pat and Fran attended a meeting with the Trustees of the Town Charter Trust Funds.

Fran stated that the NH Attorney General's Office is sponsoring a workshop for Library Trustees in May dealing with financial issues and it would be a good idea if someone attended. Our current checkbook balance is \$8,291.77.

The report was accepted with all in favor 4:0

**Building Report:** Fran updated Becky briefly on all of the projects, completed and ongoing for this past year. Water is still coming in under the lower floor door in a storm but it is not as bad as it was. Rodney Hixson fixed a lot of heat related things on 2/2 and said he'd send us a written report and a bill. We have not yet received these.

Julie spoke to Randy Heglin about the heating system as well.

**Library Director's Report:** see attached for the full report and proposed Internet & Technology Use Policy and Circulation Policy as well as Library Page and Aide's job descriptions. Julie plans to advertise for an on-call Aide who could cover for all the staff when they are off. We definitely need subs. Fran moved to accept, all in favor: 4:0

Tammy expressed concerns about computer use in the library--specifically adult content, and whether there is a way to prevent exposure to others. Julie explained what we are allowed to do and how this would be handled per our policy. The other issue is the awkward situation with children's library cards vis a vis parents who cannot access their children's book information. Tammy suggested a sign for parents explaining that this is a state law. We also discussed the children's age required to acquire a card and re-affirmed the 5 year start age.

Julie reminded us that she hopes we have signed up for the library newsletter which we can do through the Facebook page.

Julie asked if trustees would support her being responsible for her flex time as she works overtime as it is. Of course we support this. (4-0)

Julie described how she sees the library as a three legged stool: staff, collection, and building. At present the staff issues consume a great deal of her time.

Concerning The Big Shift she believes the two best times would be either May or September and we will need to decide soon.

Travis suggested some groups that might help with the move and that Andy Weber might help with deciding whether shelving can be attached to the outer walls.

Julie is meanwhile investigating and getting quotes regarding installation of an HVAC system. OSHA standards set the heat limit at 78' and we are often way over that in the summer.

One problem in applying for grants is that we don't have our own EIN number. Tammy suggested that Heather Tullio has experience with this and might be willing to help us. Becky said that the Jaffrey Betterment Corps has a non profit ID for projects and is specifically set up for fundraising.

**Old Business:**

The Wetherell fund issue is still pending. Pat would be interested in traveling to Norfolk County with someone to investigate further.

Cleaning Service: Emily Preston was helping but so far we have not found anyone. We hope to save \$3,500-4,000 this way.

We would like to invite the new Town Manager for a reception soon. Hopefully we can coordinate something with the Friends? Would it be possible to do this before our next meeting? The meeting adjourned at 3:35.

Our next meeting is scheduled for April 12 at 1:00 PM

Respectfully submitted,  
Pamela Armstrong

