

Jaffrey Library Trustees - Minutes of Meeting- August 14, 2013

Present were Mary Heafy, Emily Donnelly, Steven Van Houten, Tammy Cummings, Karl Putnam, and Nancy Clapp.

Treasurer's Report

* The register report (7/15/13 – 8/14/13) was discussed. \$5,127.61 was spent, which included the \$5,000.00 paid to the town.

Old Business

- * *Town Office:* The two ideas remaining are to build next to the library or use their current location but with expansion. Only about 30 people, including the select board showed up for this first meeting. Dave Caron has been working very hard educating people about the new town office, as well as reaching out to others for comments or ideas, including the trustees. If there are any questions about this topic Kathy Batchelder can be contacted.
- * *Trustee Alternate:* It was acknowledged that there was a trustee opening. Before looking for a volunteer the group is going to discuss what skills/strengths they would like this person to have.

Director's Report

- * *Duct Cleaning:* It was noticed that 2 of the exhaust shafts were not hooked up to anything. AeroSeal of New England provided certificate of completion documents that were reviewed. Randy, the director of the DPW, was a part of this whole process and an estimate is being done for the follow up recommendations. One new addition will be programmable thermostats.
- * *Microfilm Digitization Project:* The library staff has decided to postpone this project for now.
- * *Stair Repair:* There is a tread on the stairs by the Children's Room that needs to be repaired because it is a safety concern. Belletetes is putting together an estimate.
- * *New Story Time:* Emily is working with Shelia to create a sensory story time for kids with Autism. Possible contacts could be Easter Seals of NH, Monadnock Developmental Services, and the local school district.
- * *Inter Library Loan:* Emily is talking to Marilyn about inter library loan streamlining.
- * *Job Vacancy:* Kathy has given her 2 weeks notice. The job will be posted internally and then opened up to the public. It was noted that Emily would be looking to hire someone who is technically savvy. Marilyn and Linda have agreed to pick up hours until someone else is hired.

Next Meeting Agenda

* Emily was asked to come prepared to the next meeting with goals (30/60/90 day- one year). The goals will be reviewed and a discussion will be held regarding how library staff, trustees, town officials, and community can assist in reaching these goals. Two examples: how Emily will become more known in the community and her getting a NH Driver's license.

The next meetings will be as follows:

- Tuesday Sept. 16 @4:30*
- Tuesday Oct. 22 @4:30*
- Thursday Nov. 21 @4:30*
- Thursday Dec. 19 @4:30*

-Tammy Cummings, Secretary