

Jaffrey Library Trustees - Minutes of Meeting- November 21, 2013

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

**An executive session was held with Charter Trust Investment Company to discuss finances.*

Public Meeting

Minutes

The meeting minutes for October were discussed and changes needed to be made. Acceptance of minutes will happen at December meeting for both October and November.

Treasurer's Report

- The register report (10/16/13 – 11/20/2013) was discussed. There is around \$5000.00 currently with another \$5000.00 coming in December. However, the last payment to the town needs to be made in a few weeks. Steven then asked that the replacement book fees be placed in his folder by the front desk so that he could take care of these deposits in a timely fashion.

Old Business

- **Emily's goals** were reviewed (See attached sheet). Mary and Emily created these together. These goals give accountability, give structure, and help guide Emily through the next year. They are dual focused. They will help Emily develop as a director but also will help to improve the library. After discussion, it was determined that perhaps goal 5 and 6 could be combined since they were both technology based. Mary and Emily will rewrite this, which will allow them to include Dave's suggestions also.
- **A log in system** for patron accountability was discussed. This log in would help Emily gather statistical data (to show usage, circulation stats based on item type, etc to report to the town). This would help with justifying library plans and finances. As it stands now, there is no tracking system.
- **Internet Filtering System-** There is not a current computer based filtering system. A few trustees felt that a filtering system was needed to keep online activity at the library appropriate. Other people, including Emily, felt that the law stated that people could look up anything they wanted while in the library. Emily did say that parents sign a waiver that states that they are aware that the library does not have filters. It was also mentioned that current filtering programs available were not very good and were difficult to manage.
- **Sign-** Emily looked into adding a information board underneath the current library sign. The rule is that it would need to be 18 inches down from the current sign and could hold 3 lines of text. Trustees are concerned that people may not be able to see this and the size might not be large enough to post library happenings. Emily is going to experiment with it to test the visibility.

Director's Report

- **Heating-** Palmer and Sicard (heating company) are working on fixing the heat issue. The Duct Kings came to do an inspection and the ducts are working properly. Randy is taking the lead on this problem.
- **2nd Level Flooring-** New Ipswich Flooring Company, Mary's husband John, and Rob Deschenes came to inspect the floor. The wood underneath the carpet is Fir. The current proposal is as follows: Entryway and local history room would remain carpet due to old tile underneath, In the Amos Fortune Gallery and Conference room the hardwood would be restored (a threshold would connect the two types of flooring)
- **First Full Staff Meeting-** Emily said this meeting seemed to go well. Staff made amends and discussed issues. Staff seemed grateful for the meeting and Emily was proud of the outcome. One issue with the staff was the inconsistency with the circulation and internet policy. Emily made sure everyone was clear about these two policies and the staff has agreed to enforce them. The next policy that will be reviewed will be the child safety policy (unattended children). These meetings will be held on an as needed basis. However, it might be good to try to have one every couple of months. Mary did state that if staff came to any of the trustees with concerns that they should be re-directed to Emily. However, these new meetings should open the lines of communication between staff members.
- **New Password Policy-** Emily now has new improved access to the computer. This has allowed her to change the computer password daily. Staff will now have a better way to monitor computer usage and this will also increase staff and patron communication.

The next meetings will be as follows:

MEETING TIMES

December 18, 2013 @4:00

January 22, 2014 @4:00

February 19, 2014 @4:00

March 19, 2014 @4:00

-Tammy Cummings, Secretary