

## Jaffrey Library Trustees - Minutes of Meeting- September 16, 2013

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

### Minutes

The meeting minutes were accepted for 8/8/13 and 8/14/13. The executive session meetings will not go into minutes for public record. However, all regular meetings minutes will be both posted on the library website and placed in a binder at the library front desk.

### Treasurer's Report

- The register report (8/15/13 – 9/16/13) was discussed.

### Director's Report

- **Building Heating Update** : Multiple companies are working on different aspects of the heating system. Goal is to get it to work as it was designed (which it's not currently), and then an evaluation will be done to see if upgrades are necessary.
- **Collaboration**: Emily attended the first Nubanusit Library co-op meeting.
- **Mobility**: Emily purchased a car and she is expected to get her NH driver's license on September 25<sup>th</sup>.
- **Programming**:
  - Book clubs are in full swing and are running successfully. Recruiting is still occurring.
  - GED classes (drop in tutoring) have begun and are going well. (Wed-upstairs, Friday- down stairs in meeting room)
  - South West Community Services come to library for the fuel assistance program. There is one more sign up to go.
  - The Friends' Jane Austen program flyer is up and people are excited about it. Emily has a meeting with the speaker on Friday 9/26.
  - Brian (Emily's husband) will do an Affordable Care Act talk on 10/8 because enrollment begins on 10/1. His presentation will be geared toward individuals and he will explain terms and concepts that someone outside of the benefits world might not understand. This is going to be advertised by flyers, press release, library website, and Facebook.
- **Hiring for new Position**: Emily is down to two candidates. She is contacting references and hopes to make an offer before the end of the week.
- **Funds Request**: \$657.37
  - Cutter- \$202.38 for wire book displays (These will display books without damaging them), \$390 for Halloween nature program, and \$63.99 for supplies from Oriental Trading for various craft programs.----- **\$700 was authorized by the Trustees**
  - Other Needs- \$124 to join the Chamber of Commerce--- **Trustees approved this out of misc funds**
- **Library Goals**: Emily and Mary will work on them and they will be presented at the October meeting.

## **New Business**

- **Staff Development:** Emily discussed the lack of funds for library employees' staff development. As it stand there is only \$50 budgeted for this. Emily will check with Dave regarding this issue to see if there is any more money and if there is a written policy. A question was brought up about what the employee handbook said about training and staff development. Emily will look into this. Staff development and training was endorsed. It was suggested that Emily try to get money from the town and build it back into her budget as a line item. However, proposals could be submitted to the Trustees. It was also suggested that Emily contact Jim O'Neil, the school superintendent, and the school principals to see if the librarians could benefit from their training programs.
- **Staff Team Building:** Trustees offered to pay for a team building activity

*The next meetings will be as follows:*

### **REVISED MEETING TIMES**

*Tuesday Oct. 22 @4:00*

*Thursday Nov. 21 @4:00, with possibly Charter Trust*

*Thursday Dec. 19 @4:00*

-Tammy Cummings, Secretary