

Jaffrey Library Trustees - Minutes of Meeting- March 19, 2014

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

Resignation: Karl Putnam resigned as trustee, effective immediately, due to personal reasons. He will still continue as a Friend of the Library and assist with the book sale. Nancy Clapp will take Karl's place. Two alternates will need to be found.

Minutes

The meeting minutes for February 2014 were accepted.

Treasurer's Report

- The register report (2/1/14 – 3/19/14) was discussed and accepted.

Director's Report- *Please see attached sheet for details provided by director.*

- An updated ILL policy (interlibrary loan) was accepted.
- Community Needs Assessment/ Outreach- A summary was completed and will be used as a planning tool.
- Emily was hoping to write a grant for NH Humanities To Go but that organization is no longer accepting applications. She is going to continue to research and look for smaller grants that would be helpful for the library.
- Emily is excited because she feels Facebook outreach is expanding.
- Emily reviewed the new and upcoming programs. Emily was asked to make sure that she included the Friends of the Library before planning/ finalizing the summer programs. Emily stated that this had already been done.

Other Business

- We will be hosting the Monadnock Area Trustees meeting Friday, March 21. Trustees should try to attend if available. There will be a few snacks and it will be held in the Bean Room.
- Trustees' spring conference is scheduled for Monday, May 19th.
- An antique map of Jaffrey has been restored and the Bowman Can family would like for it to be jointly owned by the library and the village improvement society. They would like the library to frame it, and place it on display. Before this decision could be made by the trustees the following questions need to be answered: cost to frame, where to hang the (60x54") map, need for additional insurance, and is there a current written appraisal. Emily agreed to check the library's fine arts rider to the insurance policy. She was also going to look into possible grants to fund the framing of the picture. If we did consider accepting this gift there would need to be a legal agreement in place between the two groups, which would also add an additional cost.
- Sheila requested \$100 to \$200 for a petty cash fund. Due to current programming, she often needs to buy supplies and food. It would be easier to have a fund set aside for this. The trustees agreed to have some sort of petty cash fund but the way to do this would need to be explored. Further decision on this will be done with the Friends of The Library.

- There are two vacancies for alternate trustee members. A pamphlet will be made for possible distribution describing a library trustee (what is a trustee, what is the commitment, etc.). This could encourage volunteers. However, what is most important is finding two people that are a good fit (loyal users of the library, cares about where the library is heading in the future, and someone who can properly represent the community).

Meeting was adjourned and an executive meeting was held.

The next meetings will be as follows:

April 16, 2014 @ 4:00pm

May 21, 2014 @ 4:00 with Charter Trust

June 18, 2014 @ 4:00

-Tammy Cummings, Secretary