

Jericho Town Library
Board of Trustees Meeting
Monday, January 11, 2021 – by ZOOM

Present: Barb Adams, Tom Dowd, Sue Macmillan, Linda Porter, Beth Seniw, Jeff York, and Gretchen Wright- Library Director

The meeting was called to order at 5:35 pm.

Secretary's Report: The minutes of the last meeting (Dec. 14, 2020) were accepted as amended.

Financial Report: Jeff gave a brief report on the status of the library checkbook and up-dates to a few bills. His report was accepted.

Publicity/ Fundraiser: Barb presented an up-date on the annual appeal and donations received to date. It was noted that the community has responded very generously this year.

Building:

1) Water Filtration System: Tom noted that the problem is that there is iron in the water and he plans to take a water sample to Spaffords. He is also looking into a Culligan Salt-free water treatment plan, which may end up solving this problem with less expense.

2) Building Needs: Gretchen reported that there are a few window frames upstairs that are deteriorating. The Board concluded that we need to make a list of repairs that are needed to submit to the Town. Tom agreed to do this.

Librarian's Report:

1) Circulation: 16 curbside orders in December, 352 items checked out, 18% Calendly appointments booked for Book Browsing

2) Collections: Gretchen reported that the barcodes are in and she is expecting to be trained in this procedure soon. Also, many of the older books have been decataloged in order to make room on our shelves for new materials. These books are upstairs for a potential book sale or giveaway sometime in the future.

1) Programs: Gretchen presented a new program she has designed for the library. **“Around the World in 2021”** will explore a new continent or region each month. This program combines featured recipes, themed displays in the library and on-line reading lists, as well as featured weekly craft kits. At the end of each month there will be a virtual gathering to discuss how the recipes and crafts went for everyone.

2) Marketing & Outreach: Gretchen is in the process of drafting a new member brochure with info on library policies and current available services to be given with new library cards. She is also setting up a “link in bio” feature to make it easier for patrons to use JTL’s Instagram and navigate to related outside links.

3) Technology: Gretchen presented an overview of Aspen Discovery, a new OPAC system from Bywater Solutions that is used by most libraries in our area. The advantage of this system is that it is very user-friendly, and it can be built up to function as the library website at no extra cost. The cost is \$250./ year. Gretchen feels it would be a valuable tool for the library and the Board voted unanimously to accept this proposal.

Board Discussions:

1) COVID Process Check-In : Gretchen reported that all of the covid safety procedures are being followed with excellent co-operation from all patrons. She feels very comfortable keeping the library open using current policies.

2) Community Survey: There was a discussion about a community survey that will be posted in late January. Gretchen agreed to create a working draft and send it to Board members on a Goggle document for suggestions. This survey is due to go out to the community the week of January 25th.

3) Strategic Plan: The Board agreed that a separate meeting will be needed to start work on this important project. This date will be scheduled at the February meeting. Tom will gather and share the information he has already collected and Jeff volunteered to be on this committee. We will be looking for community members who might like to join this effort ; Gretchen has agreed to post this on social media.

4) Board Members with terms that will expire in March, '21: Beth will contact Todd Odit at the Town office to determine next steps . All affected Board members have expressed an interest in remaining on the JTL BOD.

5) Tree on the Green: The lights on the tree have brought special joy to many during these challenging times. It was decided to keep them on through January.

There being no further business, the meeting was adjourned at 6:40 pm.

Respectfully Submitted,

Susan Macmillan – JTL Secretary

**NEXT MEETING : MONDAY, FEBRUARY
11TH AT 5:30 PM. - BY ZOOM**