

Jericho Town Library
Board of Trustees Meeting
Monday, November 9, 2020 by ZOOM

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

The meeting was called to order at 5:40 pm.

Secretary's Report: The minutes of the last meeting (October 12, 2020) were accepted as written.

Treasurer's Report: Jeff reported on the current balance of the library checking account.

Publicity/ Fund Raiser: The Annual Appeal letter has been mailed out. This year donations can be made by check or by Venmo – a popular app .

Building:

1) Mice- There is now evidence of mice in the building. Tom and/or Beth will advise Gretchen on the usual procedures.

2) Water Filtration System- Tom has two calls in regarding how to correct this on-going problem.

3) Cleaning - There is still a need to hire someone to clean the library on a weekly basis. Beth will check into this.

Technology: Beth will purchase a new computer for the library, since the current one is no longer reliable.

Librarian's Report:

1) Re-Opening and Covid 19 Protcols- Gretchen presented a detailed document with details on how this will look.

2) Curbside Pick-Up: Gretchen reported that this service is going very well and the community has been receptive.

3) Book Drop - The outside Book Drop is open everyday and books are put into Quarantine once a week . This Quarantine lasts 7 days.

4) Survey: Currently there have been 72 responses . Many community members seem eager to return to the library!

5) Collection : Gretchen is working on weeding the collection with assistance from Board Members.

6) Outreach: The library website has been up-dated to reflect current policies and happenings. Gretchen is also using Front Porch Forum, Instagram, and Facebook to inform the community.

7) Library Programs: Virtual programs will be available to the public during the week of Nov. 16th . These classes are part of “Agricultural Literacy Week” and are sponsored by the Northeast Organization & Farming Association – VT.

Board Discussions:

1) Employee Change: Skye Ellicock will not be returning to her part-time position at the library. She was in charge of cataloging and Inter Library Loans. After a short discussion it was decided that Gretchen will attempt to complete these tasks with help from Board members.

2) Phased Library Re-Opening / COVID-19 Protocols: The bulk of the meeting centered around discussions of how this will be implemented. To summarize, these are key points :

Library Hours: Tuesday – Friday - 10am – 4 pm
Saturday – 10am – 2 pm

Book Browsing –Gretchen is aiming for a soft re-opening during the week of Nov. 17th. Patrons will be able to make a 30 minute appointment on-line at “Calendly”. “Book Browsing” will be made available each day the library is open. There will be a capacity of 3 people, including library staff, with flexibility to accommodate a family. All patrons will be required to have temperature checks and answer covid-19 related questions before entering. Physical distance will need to be maintained at all times.

Cleaning: All high-touch surfaces will be disinfected throughout the day and especially after a “Book Browsing” reservation. Also, the library will closed for a brief time during the middle of the day for sanitizing. Hand sanitizer will be available and encouraged.

After-Hours Pick-up: Since there are no evening hours, patrons may contact the library and pick up their materials in a bin located just outside .

Needed: Gretchen will purchase a contactless thermometer and an Air Purifier.

New Policies and Procedures: The full document will be available on the library website and posted on the library bulletin board.

Flexibility – We will review how these procedures are working out periodically and make changes as deemed necessary.

3) Budget Review: Beth will submit next year's library Budget to the Town by November 13, 2020. The Town has requested that the Budget be no higher than last year's numbers.

4) Strategic Plan –The Board has plans to dive into this important topic in January.

5) Tree Lighting on the Green - The date has been set for Sunday, December 6, 2020. Due to time constraints, everyone was asked to e-mail Beth with any thoughts on this year's ceremony.

There being no further business, the meeting was adjourned at 7:20 pm.

Respectfully Submitted,

Susan Macmillan/ JTL Secretary

NEXT MEETING: DECEMBER 14TH AT 5:30 BY ZOOM