

Jericho Town Library
Board of Trustees Meeting
Monday, December 14, 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 5:30 pm.

Secretary's Report: The minutes of the last meeting (November 9, 2020) were accepted as written.

Financial Report: Jeff gave the Board an update on the status of the library checkbook. In addition, he shared (by e-mail) the Profit & Loss Budget vs. Actual numbers . His report was accepted.

Publicity/ Fund Raiser: Barb reported on the annual appeal and donations received thus far. The community has responded very generously and we are currently at about the same level as last year.

Building:

- 1) **Mice:** Gretchen has set several traps as there is evidence of mice in the building.
- 2) **Water Filtration System:** Tom is looking into alternatives that will be less costly. He needs to take another water sample .
- 3) **Cleaning:** A new cleaning person has been found and she will clean the library once a week.
- 4) **Winter supplies:** Gretchen reported that she is all set with sand, salt, and shovels for winter.
- 5) **Fire Extinguishers:** " Impact Fire " of Williston has inspected the fire extinguishers and found them to meet requirements. Gretchen will need to inspect them each month.
- 6) **Tool Box -** Tom purchased a new tool box for the library.

Technology:

The new library computer is up and running . Jeff will check into a local source that may be willing to purchase the old computer.

Librarian's Report:

- 1) Re-Opening for Book Browsing by Appointment:** Gretchen reported this is going very well and all safety protocols are being followed. There have been around 65 patrons choosing to use this service thus far.
- 2) Curbside Pick-up:** There have been 35 – 40 curbside orders filled this month. In addition, Gretchen has issued 6 new library cards.
- 3) Craft kits :** Gretchen reports that the “Take and Make” Craft Kits for children have been very well received and she is looking into creating kits for adults.
- 4) Scavenger Hunt:** A “Holiday Scavenger Hunt” has been placed in the library windows for all to enjoy.
- 5) Virtual Programs for 2021:** Gretchen is looking into creating some virtual programs for the library. Any suggestions from Board members are welcome. This is a goal for the winter.
- 6) Survey :** Gretchen will send out a new library survey to community members after the holidays in '21.
- 7) Minutes of Meetings:** Gretchen will add the minutes of the Board meetings to the library website.

Board Discussions:

- 1) Reopening Progress:** There was a general discussion about how the reopening is going and all agreed that the safety protocols are in place and this has been a very positive process. It was decided that the library will follow the Jericho schools' lead when it comes to closing. If the local schools close due to Covid – 19 numbers, then the library will also shut down.
- 2) FY Budget :** Beth presented the Jericho Town Library budget at a Select Board meeting earlier this month and it was accepted as presented.
- 3) Homebound Program:** Sue asked the Board to look at a library delivery program for community members who are homebound. It was decided that this concept should be included in the survey next month. If there is enough interest, this may be a service to pursue.
- 4) Statement for the Annual Report:** Barb and Gretchen have sent this to the Town office.
- 5) Terms Expiring for Board Members:** In March, 2021, the terms of four Board members are due to expire. It appears that all of these Board members would like to continue. Beth will look into the protocol with the Town Office.

6) Tree and Menorah: Thank you to Tom, Beth, and Barb for their work on the holiday tree and Menorah on the Green. They are lovely !

New Business:

1) Strategic Plan: The development of a Strategic plan is a top priority for 2021.

2) Library Hours: Barb asked for the Board and Director to revisit the library hours at a future Board meeting. Gretchen will include this topic in the January community survey.

There being no further business, the meeting was adjourned at 6:45 pm.

Respectfully Submitted,

Susan Macmillan – JTL Secretary

**Next Meeting: Monday, January 11th at 5:30 pm
by ZOOM**