

Jericho Town Library  
Board of Trustees Meeting  
Tuesday, September 13, 2022

Present: Beth Seniw, Jeff York, Linda Porter, Tom Towd, Lindsey Halman, Barb Adams, 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 Board meeting. (July 12, 2022) were accepted as written.

**Treasurer's Report:** Members reviewed the financials that Jeff sent out by e-mail and answered a few questions. These reports were accepted as written. Jeff also noted that all of the paperwork for the Annual Audit have been sent to the Jericho Town Office.

**Building:**

**1). Exterior Painting** – Tom will do a walk-around with the painter for a final inspection.

**2). Winter Preparation:** Tom will talk to the town office about some added gravel and reinforcement around the north and south sides of the building. Gretchen mentioned that, although it is early, there appears to be a mice problem. She will get in touch with a pest control company for their advice. It was also noted that the library will need a bucket of salt for the coming winter.

**3). Fire Safety** – Tom will inspect the smoke alarms and check the batteries.

**4) Cleaning-** A new person has been hired to clean the building weekly. It was also noted that the downstairs carpet could use a good cleaning and Gretchen will reach out to "Crystal Carpet Cleaning". And finally, it was decided to go ahead and contact "All Clear" to have the windows cleaned.

**5). Building Inspection:** Tom will look into having the library inspected, so that we can have an up-to-date status report of the building's condition. He estimates this will cost around \$600.

**Highlights from the Director's Report:**

**1). Circulation-** In July there were 799 items checked out. In August there were 984 items checked out.

**2) Collections:** There is now a new Vermont collection bookshelf and it was noted that the very popular Adult Mystery collection has doubled in size. In addition, the Early Reader shelf has been completely recatalogued.

**3) Summer Programs:** About 130 children signed up for the joint programs with Deborah Rawson. Library. There were programs on the Jericho Center Green each Saturday from June 18<sup>th</sup> to August 20<sup>th</sup>. In addition, there was a Storytime every Wednesday of the summer. Many patrons indicated that they enjoyed the varied, creative approach to programs! It was a definite success!

**4). Farmer's Market:** There were about 150 visitors each week. Gretchen set out books, and activities each week JTL was represented. New patrons also had a chance to obtain a library card.

**5) Programs moving forward:** There will be a switch from Storytime to Play Group on Wednesdays. Gretchen noted that this shift is because the young children seemed anxious to play with peers and the many toys we have available. She would like to try this for a while to see how parents like this change. In addition, "Music and Movement" with Miss Emma is planned for Sept. 29, Oct. 13<sup>th</sup>, and Oct, 27<sup>th</sup>.

**6) Plaque to honor Kelly King:** Gretchen mentioned that we have not yet honored the upstairs space renovation ,with special recognition to the late Kelly King. The King family left the library a generous financial gift to honor the life of Ms. King , and it was used to help turn the upstairs into an amazing space. It was decided that a plaque will be designed and placed upstairs. Linda volunteered to take care of this.

### **Board Discussions:**

**1). Future Library Renovations:** A general discussion was held about whether the data from the ARPA town survey has been released and what level of support was revealed for library renovations. Lindsey agreed to reach out to John Abbott concerning this topic.

**2). Heat Pumps:** Jeff presented his continued research on purchasing a heat pump. He noted that it would cost around \$20,000 and we would save about \$1800 .a year and there would also be a good carbon pay-off if we move in this direction. The financial details would need to be worked out with the Town. There was some concern expressed whether this would be line-up with future renovations. Jeff indicated that is an issue he will raise with Green Mt. Power.

**3) Annual Appeal:** There was a short discussion on this year's Annual Appeal and Gretchen agreed to draft this year's letter for review in October. We will continue to have it printed by "Paw Print".

**4). Library's Insurance Policy-** Linda raised the topic of the library's insurance policy with regard to newly acquired purchases. Is it sufficient to cover costs and does it need to be up-dated? Linda agreed to review this with John Abbott.

**5). November Soup Sale:** We have had to table this fundraiser for a few years now because of Co-vid. Is this a possibility for this fall? Barb offered to connect representatives from the Artisan's Market to see whether they are considering re-establishing this joint sale.

**6). Preliminary budget discussion-** There was a short discussion of the director's hours and benefits.

There being no further business the meeting was adjourned at 6:50 pm

Respectfully Submitted,

Susan Macmillan /. Secretary

**Next Meeting: Tentatively set for**

**Tuesday, October 11<sup>th</sup> at 7 pm. By ZOOM**