

Jericho Town Library
Board of Trustees Meeting
Tuesday, October 11, 2022 by ZOOM

Present: Barb Adams, Tom Dowd, Lindsey Halman, Sue Macmillan, Linda Porter, Beth Seniw, Jeff York, 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 (Sept. 13, 2022_) were accepted as written.

Treasurer's Report: Jeff had previously submitted this months' financial report and it was accepted as written. He reviewed the status of the library checkbook and noted that next year's budget proposal to the Town Office is due Nov. 1. Gretchen, Beth, and Jeff will work on completing it.

Building:

1) Exterior work from Spring '22: Tom and Jeff completed a walk-around with the contractor and decided there is some minor painting and repairs that need to be completed.

2) Winter Preparation: The building needs a bucket of Ice Melter for the walkway and front steps. We also need to make sure that the storm windows are all set in place. Tom noted that the Town Office informed him that additional gravel for the sides of the building will need to wait until next year. The mice problem appears to be better this month.

3) Cleaning: The windows and carpets have been cleaned.

4) Heat Pumps: Jeff did not have anything new to report.

5) Building Inspection: Tom will continue to look for someone to do this. It was also noted that we should be looking for someone with experience in historical buildings. Gretchen will reach out to Elizabeth Peebles, a name that was given to us by the Town Office.

6) Library Insurance: Linda researched our coverage and after discussion it was decided that this policy is up-to-date and would cover our needs.

Highlights from the Director's Report:

1) Circulation: There were 643 items checked out in September.

2) Collections: Gretchen has recently placed a book order with Phoenix Books , which will be in circulation soon. She has also recently purchased several newly released DVDs.

3) Programs: Playgroup is held each Wednesday morning and is going very well, with around a dozen attendees participating. Music and Movement with Miss Emma is scheduled for Sept. 29, Oct. 13 and Oct. 27th and continues to be a popular program. A Halloween “DIY craft area “ has been set up upstairs for people to work on their costumes using the library’s crafting supplies. There will be trick-or- treating at Miss Emma’s program on Oct. 27th. And finally, on Oct. 31, the library will be open in the early evening with treats.

4) Fundraising: Gretchen presented a draft of the annual report and letter, which was approved by the Board with a few minor additions. She will be sending them off to Paw Print Mailing and put together the Jericho mailing list.

Board Discussions:

1). Future Library Renovations/ Town Survey: There was a lengthy discussion about the results of the Town Survey – part 2 – and ARPA money expenditure. Lindsey has been in contact with John Abbott and he has indicated that no decisions will be made until a new Town Planner is hired. Any plans for future library renovations are on hold. The Board decided that we will move forward with a Building Inspection, and the goal is to have this completed by the end of the year.

2) Director’s Salary and Benefits: The Board has agreed that the Director’s position needs to be in line with other library Directors in Chittenden County. Beth agreed to contact John Abbott to begin this discussion.

3) Library Soup Sale: In the past the library has partnered with local Artisans for a joint venture at the Community Center. At this point the Artisan group is considering Nov. 26th or Dec. 17th and we will wait to see what they decide.

4) Tree Lighting: This annual event is set for Sunday, December 4th. Beth agreed to put a posting in the Front Porch Forum to ask the community for help with the tree.

There being no further business the meeting was adjourned at 8:10 pm.

Respectfully Submitted

Susan Macmillan/ JTL Secretary

Next meeting scheduled for -----

Tuesday, November 8th at 5:30