

Jericho Town Library  
Board of Trustees Meeting  
October 12, 2021

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 ( September 14, 2021 ) were accepted as written.

**Treasurer's Report:** Jeff reported on the status of the checkbook. Jeff and Gretchen are working on the FY '23 library budget, which is near completion and will be ready to submit to the Town offices by November 1.

**Publicity/ Volunteer Coordination:** It was agreed that the Mountain Gazette library article needs to be up-dated. Linda will coordinate with Gretchen to write a new version. Also, Gretchen will continue to post in the Front Porch Forum.

**Building:** The latch on the door needs to be checked because it often opens with difficulty.

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

- 1) **Circulation:** 650 items were checked out in September.
- 2) **Collections:** A major DVD reorganization project is finished. The collection is now largely separated by rating – G and PG on one side – and PG+ on the other side.
- 3) **Use of space:** Gretchen has been rearranging and cleaning in an effort to maximize the use of space.
- 4) **Programs:** Gretchen will continue "Music and Movement" with Miss Emma on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays through December, outdoors as long as possible. It was agreed to ask Miss Emma about a Halloween them for Wednesday ,October 27<sup>th</sup>. Regular Storytime will continue to be held every Wednesday that Miss Emma is not here.
- 5) **Halloween Table:** Gretchen will have a table outside for trick-or-treaters on October 31<sup>st</sup> from 5 – 7:30 pm.

- 6) Town Office:** John Abbott has started monthly meetings with all Town employees. In addition, Erik Johnson, the new Select Board member, has arranged an “Implicit Bias Training” for Town employees in late October. Gretchen and Beth will attend to represent the library.

**Board Discussions:**

- 1) Building Repairs:** Jeff reported that the Select Board has approved the repairs needed to maintain the south side of the building. This includes repairing and painting the vinyl siding, and perhaps a “refresh” of the outside entrance. There was a discussion about whether this project should be suspended because of a possible future ADA project using federal Co-vid funds. Because of the uncertainty and timeline of the ADA project, it was decided that we should pursue the repairs, which are greatly needed. Jeff will attend a meeting with John Abbott to discuss the repairs and putting the project out to bid. Jeff also agreed to have a general discussion with Mr. Abbott about the possibility of using federal Co-vid money for an ADA project.
- 2) ADA Meeting:** The Board agrees that there is a need for all members to attend a meeting solely devoted to this topic. Gretchen will put out another survey to Board members to sign up for possible dates.
- 3) Strategic Plan-** Tom reported that the committee is still working on a draft plan.
- 4) Fundraising letter and Annual Appeal:** This year the Annual Appeal will include a letter AND an Annual Report. There were a few minor changes made to the letter, and it is now ready for the next step. Beth agreed to contact “First Paws” for a bid on the job.
- 5) New Logo:** There was a lengthy discussion about the new logo and where it came from. Gretchen gave a brief explanation about how the old logo would not fit on the new website, and a high -quality version could not be found. Some members suggested that the new logo needs “tweaking” and Gretchen agreed to contact the Graphic artist and ask if he could make some edits. She will e-mail the new edits to Board members. For now, it was agreed that for the annual appeal the following would work: The letter will have the new logo in black-and-white, the outer envelope will continue to have the old logo, and the thank you notes will also use the old logo. Barb agreed to contact Tracy Campbell Pearson to explain the situation.

- 6) **Doodle survey:** Members were encouraged to sign up for possible dates they could attend an ADA meeting.

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

Respectfully Submitted,

Susan Macmillan- JTL Secretary

**NEXT MEETING : TUESDAY, NOVEMBER  
9<sup>TH</sup> - 5:30 PM**