

Jericho Town Library  
Board of Trustees Meeting  
November 9, 2021

Present: Barb Adams, 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, 2021) were accepted with an amendment.

**Treasurer's Report:** Jeff reported that the FY '23 library budget has been submitted to the Town Offices. He presented a copy to the Board and highlighted any increases. Everyone present was in agreement with it.

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

- 1) Circulation:** 638 items were checked out in October.
- 2) Programs:** Gretchen reported that Miss Emma held a Halloween Storytime on Oct. 27<sup>th</sup>, concluding with a parade of trick-or-treaters to the Country Store. In addition, Gretchen set up a candy table for kids on Halloween night. The Music & Movement programs will now be held indoors on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays through December, and on-line registration is encouraged. Gretchen will continue with Storytime on the Wednesdays that Miss Emma is not at the library. Finally, Gretchen will continue with the popular Craft kits for kids.
- 3) Building:** The new Book Drop has finally arrived, was set-in-place, and has already received rave reviews from patrons. Gretchen is working on getting the carpets cleaned and the library is now ready for any mice who might want to take up residence.
- 4) Grants:** The '21- '22 Courier grant of \$537 will be arriving soon and is used to off-set the costs of Inter-Library delivery. The library will soon be receiving a check for \$3715 from the American Rescue Plan Act. This money will be used to create a STEM Maker Space for the area upstairs.
- 5) Training and Professional Development:** Gretchen will attend VOKAL training at Dorothy Alling library on November 17<sup>th</sup>. This training is for libraries who use the KOHA computer system.

### **Board Discussions:**

- 1) Repairs:** Jeff reported that we have missed the “window” for painting and building repair. He will check into getting another bid in addition to the one we have received, and attempt to get this project onto the spring schedule.
- 2) Heat Pump:** Jeff and Tom will look into purchasing a heat pump for the building.
- 3) Annual Appeal:** Barb reported that the Annual Appeal is ready-to-go and will be given to a company called “Paw Print”. Beth will need to digitally sign the letter, and it is anticipated that we will get this out promptly.
- 4) Library of Things :** Tom has asked to purchase snow shoes for adults and kids to borrow. The Board unanimously approved this suggestion and gave full approval to proceed with this purchase . Gretchen will contact the Town lawyer to look into a basic waiver that will accompany this type of library check-out.
- 5) Christmas Tree Lighting and Santa: December 5<sup>th</sup> at 5 pm. :** There was a discussion about this annual event and how to proceed. It was decided to have it outside because of increasing Co-vid numbers . Beth has asked Tom – by e-mail – to take the lead this year in organizing the lights for the tree on the Green. Barb and Jeff have agreed to help out with this. Beth will contact Dan Manz about his role as Santa. Gretchen will create a flyer to post around town and Barb will contact Patty Carroll about candy canes and be in charge of Santa’s ride to the Green. Gretchen will host this event which promises to be wonderful!
- 6) Library hours for Thanksgiving week:** Sunday, November. 21 – closed, Monday, November 22<sup>nd</sup>-closed, Tuesday, November 23<sup>rd</sup> – Open, Wednesday, November 24<sup>th</sup> – open, Thursday, November 25<sup>th</sup>-closed, Friday, November 26<sup>th</sup>-closed, Saturday, November 27<sup>th</sup>-closed
- 7) ADA Meeting** with all Board members present will be held on November 30<sup>th</sup>. Gretchen will ask Beth to present an overview of plans from past years.

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

Respectfully Submitted,  
Susan Macmillan/ JTL Secretary

## Upcoming Meetings:

ADA Meeting - November 30th at 5:30 pm- at JTL

Next Board Meeting – Tuesday, December 14<sup>th</sup> at 5:30 pm- at JTL