

Jaquith Public Library
Trustees Meeting Minutes
January 21, 2025 6:30pm

Present: Trustees - Sonia Carrasco, Cathy Chodorkoff, Michelle McCormick, Annie Reed, Tracey Witherspoon; Susan Green, Librarian

Meeting convened: 6:30

Review/Approve Agenda: 2 minutes

- Approved

Review/Approve Prior Month's Minutes: 2 minutes

- Approved

Review/Approve Invoices: 5 minutes

- Approved/signed

Budget Review: 10 minutes

- Budget increased @\$2200 due to addition of insurance to Jaquith budget that had previously been part of the town budget and an approved increase in cleaner's wages.
- Susan will contact Edward Jones rep regarding meeting with us/reviewing our portfolio.

Librarian's Report: 15 minutes

- See full Librarian's report for details
- Latest art show was extremely successful, as have been recent workshops.
- The town has limited funds available to assist with the repair/mold remediation work needed in the library area of the building. Most of their funds have been committed elsewhere as matching funds for additional needed repairs. We will move ahead with the work nonetheless, but it is clearly the responsibility of the town to do building maintenance and repairs, not the library's since we are tenants. This led to a discussion of insurance coverage, prioritization, evacuation plan, alternate space, etc. We will hold a special meeting in March to look at this more closely and start to figure out how to move forward.

Old Business: (follow-up from previous meetings) 15 minutes

- Annual appeal - thank you notes
 - Cathy will work on these with help from Sonia.
- Volunteer appreciation tea
 - Final review discussion - everything is planned.

New Business: 15 minutes

- Trustee meetings discussion - library business vs. town business (use of meeting time)
 - Since the floods we've spent a lot of time discussing town business that relates to the library, but does not require us to use meeting time as we are not making decisions. We need to refocus on our library tasks in our meetings.

Reminders: Long Range Plan, By-Laws, Policies, Staff Evaluations

- Upcoming informational meeting re patron confidentiality/records
 - There's an informational meeting in Adamant in early February for libraries relating to this topic. Anne Miller and Cathy plan to attend, possibly Sonia and Susan as well.
- Board email addresses
 - Discussion regarding use of personal emails vs. library specific email addresses for trustees. We'll leave up to the individual trustee.
- Susan's wage status
 - Further discussion required - hourly vs salary, rate of pay, funding mechanism.

Meeting adjourned: 7:50