

Jaquith Public Library
Trustees Meeting Minutes
March 17, 2025 6:30pm

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

Meeting convened: 6:35

Review/Approve Agenda: 2 minutes

- Approved

Review/Approve Prior Month's Minutes: 2 minutes

- Approved

Review/Approve Invoices: 5 minutes

- Cathy will sign for Trustees

Budget Review: 10 minutes

- On track - only 2 months in at this point. Just Food Hub and Annual Appeal have been bringing funds - Susan will do a full report for us. We will be spending some funds on computer tech.

Librarian's Report: 10 minutes

- See full Librarian's report for details
- Patron usage numbers are on the rise, circulation is up, program attendance is up. History book group is currently being held at TUS and lots of people are attending. Art shows/openings have been very successful and the art group want to increase from 4 per year to 6 per year - they will take primary responsibility for these exhibits.

Old Business: (follow-up from previous meetings) 30 minutes

- Previously tabled agenda items:
 - Review and update Policy Handbook (please read policies/handbook prior to meeting)
 - Not all of us were prepared. We'll break that into smaller groups of policies. Started reviewing safety related policies - will work on more next meeting.
- Susan's payroll issue
 - Discussed what had ensued. Susan and Bobbi have come to an agreement and we'll see how it goes. Susan will submit a number of timesheets in advance and will adjust weekly if she has PTO replacing work hours.

New Business: 15 minutes

- Town meeting
 - Library budget passed with no discussion. Two trustees reelected - Sonia and Annie.
- Summer concerts
 - Discussed all bands that asked to be included and added a few more - still narrowing it down. Lots of local talent (Marshfield connected) interested in performing and that's exciting.
- Narcan
 - It's fine for the library to make this available as long as folks are educated about its use. Tracey will reach out to the Health Dept. for more info and availability of kits.

Meeting adjourned: 8:10

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