Jaquith Public Library
Trustees Meeting Minutes
July 21, 2026 6:30pm

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

Meeting convened: 6:40

Review/Approve Agenda: 2 minutes

- Approved

Review/Approve Prior Month's Minutes: 2 minutes

- Approved

Review/Approve Invoices: 5 minutes

- Approved

Budget Review: 10 minutes

- Some areas overspent, some underspent - overall we're on budget. Cleaning is budgeted for 1½ hrs per session, but our cleaner has been doing 2 hrs. She does a great job, but we will run out of budgeted funds before the end of the year - sometime in the fall. Susan will remind her to limit her time to 1½ hrs.
- Discussion of fundraising budget

Librarian's Report: 5 minutes

- See full Librarian's report for details
- Farmers' Market consistently has very low traffic

Old Business: (follow-up from previous meetings) 25 minutes

- Harvest Festival - music, food vendor(s), activities
- Staff Evaluations
    - Susan will do her staff evals in September
    - We'll do Susan's eval in October
- Concert Food Vendors for 8/6 & 8/13
    - Michelle has secured MO's BBQ for both
- Art Auction - live auction, details TBD

New Business: 15 minutes

- Board expectations
    - Tracey expressed a need for clarity regarding the number of commitments and level of involvement expected from trustees regarding fundraising and events - how hands on, how many times per year, volunteer appreciation, etc?
- Teen programming
    - Lots of teens at the library on Wednesday afternoons. Tracey suggested the possibility of teaming with Twinfield for teen programming and that the school might be able to support supervision.

Meeting adjourned: 7:40

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