

Jaquith Public Library  
Trustees Meeting Minutes  
September 16, 2025 6:30pm

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

Meeting convened: 6:33pm

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|---|------------|
| Review/Approve Agenda:  | 2 minutes  |
| <ul style="list-style-type: none"><li>● Approved</li></ul>  |            |
| Review/Approve Prior Month's Minutes:   | 2 minutes  |
| <ul style="list-style-type: none"><li>● Approved</li></ul>  |            |
| Review/Approve Invoices:  | 5 minutes  |
| <ul style="list-style-type: none"><li>● Approved</li></ul>  |            |
| Budget Review:  | 10 minutes |
| <ul style="list-style-type: none"><li>● Still need to fundraise around \$6000. 50/50 Raffle will go through Harvest Fest.</li><li>● A few line items are over by a bit, but most are on target or lagging a little.</li><li>● Plan on budget increases next year for: Subs, Amazon Prime (keep?), and Magazines</li></ul>   |            |
| Librarian's Report:   | 15 minutes |
| <ul style="list-style-type: none"><li>● See full Librarian's report for details</li><li>● Circulation is down a bit, but all other numbers are on the rise and near pre-Covid numbers.</li><li>● Summer Reading Program participation was down. Tracey suggested a promo event at Twinfield next year.</li><li>● Time for Annual Appeal to get underway. Sonia will do the letter this year; ready by October 15th.</li><li>● The Assistant Town Clerk has been doing some maintenance since nobody else is caring for our building.</li><li>● The Architect the town contracted with came and said the building is worth saving.</li><li>● The Resilience Hub Tool Lending Library is ready to roll. We approved the circulation contract/sign out form.</li></ul> |            |
| Old Business: (follow-up from previous meetings)  | 15 minutes |
| <ul style="list-style-type: none"><li>● Harvest Festival<ul style="list-style-type: none"><li>○ Can we use the gym if it's raining? No, not ADA compliant with the elevator out.</li><li>○ Need volunteers for art activities.</li></ul></li></ul>  |            |
| New Business:   | 15 minutes |
| <ul style="list-style-type: none"><li>● Job descriptions - next meeting</li><li>● Staff Evaluations - after Harvest Fest. We'll review samples of librarian evals and self-evals.</li></ul>   |            |

Meeting adjourned: 7:58pm

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

