

Jaquith Public Library  
Trustees Meeting Minutes  
Nov 8, 2022

Called to order at 7:03

Present: All trustees and Susan Green, Librarian

- |   |       |
|---|-------|
| Review/Approve Agenda   | 1min  |
| <ul style="list-style-type: none"><li>● Approved</li></ul>  |       |
| Approve Minutes from Sept and Oct   | 5min  |
| <ul style="list-style-type: none"><li>● September minutes tabled</li><li>● October Approved</li></ul>   |       |
| Librarian's Report  | 5min  |
| All participation numbers are climbing again. Things are going well.  |       |
| Report from Friends' meeting  | 5min  |
| <ul style="list-style-type: none"><li>● They have 2 new members, but will be losing Melissa.</li><li>● They have decided not to do the big book sale this year</li><li>● Book shelves being donated to facilitate book sales in the hallway</li></ul>   |       |
| Budget Review   | 10min |
| <ul style="list-style-type: none"><li>● Story Project Grant, follow-up from last meeting - tabled</li><li>● Fundraising goals<ul style="list-style-type: none"><li>○ We are short \$507.71 at this point; the annual appeal letter is just about to go out and may bring in enough to cover everything</li></ul></li><li>● Use of dividends were previously approved to cover any possible shortfall<ul style="list-style-type: none"><li>○ Approval for Bobbie to make the withdrawal/transfer in the amount that is actually needed at the end of the year, if anything is due</li><li>○ Susan was approved to use the book replacement fund to cover some overages in book purchases</li></ul></li></ul> |       |
| Approval for Cathy to sign current bills.   |       |
| Salaries, hours, positions for 2023   | 10min |
| <ul style="list-style-type: none"><li>● Salary increases for all staff- uncertain now what the COLA will be for the town</li><li>● Reduced hours for Susan, increased hours for Sasha, addition of 3<sup>rd</sup> staff member for programming position</li><li>● Would new person cover desk on Mondays? Further discussion needed</li><li>● Approved pay differential for experienced subs vs. new ones</li></ul>   |       |
| Finalize Program Coordinator job description  | 5 min |

- Susan and Sasha will review it and once finalized we'll look at hiring in January
- Consideration of circulation desk coverage

Prepare for Employee Evaluations 5min

- Review/update evaluation document

Review and vote on 2023 Budget planning 20min

- Level fund book budget due to increased demand for other types of access
- Dividends are down this year
- Approved putting forward draft budget as is – it's realistic

Annual Appeal Update 5min

The mailing center should be sending the letter out shortly, if it's not already in the mail. It usually goes out a little earlier than this.

Upcoming events including: 10mins

- potential volunteer appreciation/Open House
  - Gift of socks is in the works
  - Luncheon/Tea strictly for volunteers (Spring)
- community supper
  - Back in action – should we hire someone to do programming with kids on those nights?
- Winterfest
  - Tabled

COVID Policies and events review 10min

- Request was made to have a stricter policy in place for movie nights- social distancing, limited numbers, RSVP attendance, masking? This would be difficult on Wednesdays when there are so many on site. Anne can do RSVP and encourage distancing and masking.
- Change policy from optional to encouraged re masking?

If time allows: Policy Review- Challenged Books Tabled

