

Jaquith Public Library  
Trustees Meeting Agenda  
October 8, 2024 6:30pm

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

Meeting convened: Yes

Review/Approve Agenda: Yes 2 minutes

Review/Approve Prior Month's Minutes: Yes 2 minutes

Review/Approve Invoices: Yes 5 minutes

Budget Review:

\$2900 that needs to be made up for the end of the year

**Bike raffle: We raised \$ 3,705 from the bike raffle. The money will be put in a special fund called the Program Fund. (not to be confused with the Friends Fund).**

Should there be a limit on the amount being paid on programs? Who makes those decisions?

Should the trustees?

Anne and Susan in charge of program funds and trustees will approve.

Librarian's Report: 15 minutes

- See full Librarian's report for details
  - Fundraising from Harvest Festival
    - \$250 from vendors
    - \$763 Silent Auction
    - **Pumpkin walk is on October 26th from 5:30 to 8 pm. Susan will email Tracey to ask her to find teen volunteers. We will provide pizza for the teens who help set-up the pumpkin walk.**

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

**We entered Executive Session at 6:57 pm to discuss staff issue**

**We came out of Executive Session at 7:22 pm**

- Update on safety concerns/systems
  - We agreed on revisions to the Jaquith Library Rules of Conduct. Susan will create a clean copy with revisions and will circulate it to the staff and trustees before our next meeting in November.**
- Policy Manual review (previously tabled) - please read in advance of meeting
  - We tabled the Policy Manual review until our next meeting

New Business: 15 minutes

- **Budget for 2025: Susan will draft the 2025 budget and email it to the trustees before the next meeting.**
- **Annual Appeal: Susan will add the highlights of the past year to the Annual Appeal letter and send it to Sonia. Then Annie will prepare the mailing for the print shop.**

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

- Gift for Vermont Bike Shop: It was decided in lieu of a restaurant gift certificate we would thank the Vermont Bike Shop for their generous donation of the e-bike with a gift basket with Just Food Hub products and gift items from Michelle's store as well as socks and a card signed by the staff and trustees. It was also decided to applaud them with a press release and social media announcements.

Meeting adjourned: