

Jericho Town Library  
Board of Trustees Meeting  
October 8, 2024

Present: Brandon Ackel, Lindsey Halman, Linda Porter, Jeff York, Sue Macmillan, and Catherine Bass- Library Director

The Meeting was called to order at 5:35 pm.

**Secretary's Report:** The report from last month ( Sept. 10, 2024 ) was accepted as written.

**Treasurer's Report:** Jeff reviewed the library bank accounts with members and stated that we are in good shape. He also reported that all data has been sent to the Town Office for the annual audit. This report was accepted.

**Highlights from the Director's Report:**

**1) Circulation:** Total circulation came in at 1285.

**2 ) Annual Appeal:** Catherine presented a draft version of the Annual Appeal letter and it was accepted as written. She will move forward with this and send it to the Printers by the end of next week.

**3) Grant Updates:** The ALA Transforming Communities Grant: The midterm report was submitted on 9/30/24 and community priorities are consistent with our expectations . The biggest priorities are: entering the building, grab bars in the bathroom, bringing the bathroom to ADA compliance and improving accessibility to the second floor. Catherine noted that this money must be spent by the end of March, 2025.

Capital Funds Grant: This grant was not awarded to the Jericho Town Library. In the interest of time, Catherine kept her report short to allow for discussion around this topic.

**Building and Board Discussions:**

**1) Heat Pumps:** Jeff has submitted the necessary forms to the State of Vermont for a grant to purchase heat pumps for the library.

**2) Defibrillator:** Catherine will purchase this for the library this month.

**3) Drop Box:** Tom will contact the Town Office about raising the Drop Box to help with occasional water found in it after a rain storm.

**4) Next steps for the building:** Since we did not receive the Capital Funds Grant, we are now faced with how to proceed with structural repair and up-dates to make the building accessible. Much of the meeting centered around this. Catherine referred us to the 2023 Structural Assessment and the items given high priority with a time-line. There was a robust conversation about the current status of the foundation and also the matter of a second floor fire exit. As first steps, Lindsey will reach out to Andrea Murray of Vt. Integrated Architects in Middlebury, Vt. Next, Lindsey and Brandon will set up a meeting with Paula Carrier ( Town Administrator) to inform her of the building needs and ascertain how they will proceed. The Town needs to put recommendations about how we will move forward. Lastly, Lindsey will look into setting up a meeting with Andrea Murray , Board members, and town officials.

**Communications with the Town Office:**

**1) Director's Salary:** Lindsey attended a Selectboard meeting on September 19th regarding the Director's salary. She presented a short fact sheet regarding program and circulation increases, Catherine's high level of performance and salaries of library directors at similar libraries. The Selectboard thanked her the information and will take this into account when planning the FY '26 Budget.

There being no further business, the meeting was adjourned at 6:55 pm.

Respectfully Submitted,

Susan Macmillan/ JTL Secretary

**NEXT MEETING: TUESDAY, NOVEMBER 12<sup>TH</sup> AT 5:30 PM.**

**MEETING HELD AT THE JERICHO TOWN LIBRARY**