

**Jamaica Memorial Library
Board of Trustees-Meeting Minutes
November 18, 2025**

Meeting called to order at 6:09pm

In attendance: Danielle Witham, Paul Rovinelli, Greg Joly, Madeline Helser-Librarian

Absent: Laura LaMarche Dauchy

Minutes

- Greg made a motion to approve the minutes from the October meeting
- Danielle seconded the motion-minutes approved unanimously

Librarian's Report

- See Attached

New Business

- Lexa Clark, secretary, resigned.
 - "Members,
It is with regret that I will be resigning from the library board as I have commitments with the Jamaica Rescue that I am pursuing. Being an EMT and with training it is taking up most of my time. I feel I need to focus on my rescue commitment. Thank you all for understanding and I know you will keep the library up to date. Madeline is a wonderful librarian.
Lexa"
- Paul made a motion to use the language of Greg's email to formally thank Lexa for her service, switching the pronouns from I to we. Greg seconded, motion approved.
 - Action Item: Madeline will send the email to Lexa.
 - "Lexa has been exceptional in her service to the Jamaica community for decades. We are thankful and thank her for being part of the library board, personally and historically. We hope never to require the services of Jamaica Rescue, but know how comforted we would be if we were to see her face in such a situation. Thank you, Lexa."
 - Action Item: Madeline will talk to people to take Lexa's position.

Treasurer's Report

- Supplies budget is already overspent half way through the budget year. Madeline asked about what counted as supplies versus maintenance.
 - Action Item: She will look back at purchases and have Sara change the purchases for cleaning supplies, toilet paper, soap, door paint, etc. from supplies into maintenance.
- The courier grant was resubmitted with a current COI and W-9 from Sara at town office. It will pay for half of the cost of the courier.
- Thrifty Attic grant was submitted to purchase a changing table and emergency supplies for the changing table. It was mailed November 10, 2025.

Old Business

- Insulation
 - Finally received an insulation quote from Huntsman/VFI. Question-do they need to remove the old insulation?
 - Action Item: Paul will compare the two proposals (Huntsman/Farnum) so we can have clarification on the line items for each, since the proposals look different but are for the same job.
 - Action Item: Once we have a comparison, Greg will ask Farnum if we had a specific amount of money, what jobs would they do in what order.
 - Action Item: Paul will look into getting glass panel inserts for the inside of the windows to help with insulation in the meantime.
 - Action Item: After Greg asks Farnum what order they would proceed in, the board will come up with a cost analysis with energy expenses before deciding what to present to the selectboard to fund.
 - Town Letter, Report, and Budget due mid December
 - Action Item: Madeline will draft the first budget and board will review and amend in December meeting.

Greg made a motion to adjourn the meeting at 7:03pm. Danielle seconded. Motion passed.

Minutes taken by Danielle Witham