

Johnson Public Library Board – Final Meeting Minutes

Wednesday, February 13th, 2019

Present: Jeanne Engel (Librarian), Jessica Bickford, Stacey Waterman, Jasmine Yuris, Kelly Vandorn, Sabrina Rossi

1. Call to order 6:01 PM. Budget was added to the agenda.
2. Review and Approval of Minutes:
 - a. Minutes from the December 12th meeting were approved with no changes. Jessica motioned that the minutes be approved, Jasmine seconded, all board members were in favor.
3. Librarians Report:
 - a. All is currently well with the library. However, there was a sewer issue in December that cost the library approximately \$700.
 - b. Jeanne attended the Lamoille County Meeting of the Librarians where all librarians were encouraged to return to their boards to discuss roles at the library, review of policies, bylaws, and job descriptions. VT Department of Libraries has guidelines that outline these responsibilities and provide recommendations. One recommendation to consider is that review of documentation occur annually. The board agreed it was time to review roles, policies, bylaws, trustee manual, and job descriptions.
 - i. Roles: What are the roles in relation to the library of the Selectboard, the Board of Trustees, and the Library Director? Sometimes the understanding of responsibilities needs clarification. The board discussed the possibility of a liaison on the Selectboard to work with the Library Board at least quarterly and perhaps develop a Memorandum of Understanding on responsibilities between the Selectboard and the Library Board. Jessica will talk to the Selectboard to see if a liaison already exists.
 - ii. Review personnel policy again. The board has adopted the town's, as the library employees are town employees. However, regular review is recommended. Jeanne will send out a copy of this to each library board member to review prior to the March meeting.
 - iii. Policies and other documentation to be reviewed include but are not limited to: Job descriptions, collection development, confidentiality, code of conduct, library board bylaws, and vision statement. Some of these exist only in paper form due to their age. Sabrina will type these and send to Jeanne for easier editing. Jeanne will forward on to all board members with electronic copies of other policies for the board to review prior to the March meeting.
 - iv. All documents will be reviewed and discussed at the March meeting.

4. Budget Update
 - a. The budget was submitted to the town. It will be published in the town report and Stacey will verify that it is correct.

5. Farrington Trust:
 - a. The Farrington trust and responsibility of the trust are to be turned over to the library in order to simplify the process. Sabrina motioned to accept, Stacey seconded, all board members were in favor.
 - b. Jessica presented the legal documentation necessary to complete this process, including a Consent form stating: "At the regular meeting of the Johnson Public Library on February 13, 2019, the Board of Trustees voted affirmatively as follows: As beneficiary of the Clara Farrington Trust f/b/o the Library, the Board of Trustees consent to the termination of the trust. The Trustees consent to accepting distribution of the principal and any accumulated income of the trust to the Library to be administered as a permanently restricted endowment under the terms set forth in Mrs. Farrington's Will and Trust."
 - c. Sabrina signed the consent as Secretary and Jessica signed the notification to the VT Superior Court as Chairperson of the Library Board.

6. Flood proofing update
 - a. Jessica has not heard by from Seth, but will follow-up with him

7. Unwanted Library Items Policy – There are some old chairs and other unnecessary furniture, doors, and frames in the basement. How should it be dispersed?
 - a. When possible, the library will verify that another town entity may use the unwanted or no longer needed items. The office chair and filing cabinet were sent over to town offices.
 - b. If valuable, the library board may try to sell the items.
 - c. Items that are of low value , the board may determine their disposal. The recommendation is that they be offered to the community on Front Porch Forum for a small donation or free as appropriate.

8. There will be a Library table at Town Meeting. Library board members present will help work the table throughout the day. Town Meeting Day is March 5th.

9. Review of Documentation – See Librarian's report above.

10. Adjourn – 6:57 pm. Sabrina motioned, Stacey seconded, all board members in favor.

Next Regularly Scheduled Library Board Meeting: Wednesday March 13th, 2019, 6:00 pm.