

## Johnson Public Library Board – Final Meeting Minutes

Wednesday, March 13<sup>th</sup>, 2019

**Present:** Jeanne Engel (Librarian), Jessica Bickford, Stacey Waterman, Jasmine Yuris, Kelly Vandorn, Sabrina Rossi, Nat Kinney (Johnson Selectboard)

1. Call to order 6:03 PM.
2. Review and Approval of Minutes:
  - a. Minutes from the February 13<sup>th</sup> meeting were approved with one change. Under the Farrington Trust, section c it should state “Superior Court” instead of “Supreme Court.” Jessica motioned that the minutes be approved with this change, Jasmine seconded, all board members were in favor.
3. Librarians Report:
  - a. Jeanne noted that the Historical Society will be taking the three antique doors in the basement. Other items in the basement: Jasmine will look through the chairs, Sabrina will post information on remaining chairs and the rug on Front Porch Forum.
  - b. Coffee sales at the Town Meeting made a net profit of \$125.49 after materials cost. This will be deposited in the bank and used as needed. Additionally Concept 2 made a donation to the library which will also be deposited. The board voted to give a \$25.00 gift certificate to Dodgers Coffee to thank them for the use of their carafes, coffee making supplies, and donation of their coffee.
  - c. The mowing service traditionally used will be canceled as the library will now be on the town’s mowing contract and schedule. Jessica will work with town to make arrangements to be on the schedule.
  - d. Jeanne noted the increased number of groups utilizing the library in the evenings emphasizing how important the Public Library is as a public building and gathering place. She gave examples including but not limited to private groups such as genealogy, private schools, and writers’ groups; various boards such as the conservation and tree boards; and groups such as the Lamoille County Solid Waste. It would be good to include this in the town report next year to demonstrate increased use of the building. Jessica will gather this information throughout the use to add to her report.
4. Budget Update
  - a. Budget passed at Town Meeting.
  - b. Farrington Trust has been approved to be managed by the Library Trustees. Process will make it official likely in April, after a time when some of the money is due for reinvestment. Robert will reinvest according to UBS recommendations this year and the library board will take over next year.

5. Election of Johnson Public Library Officers for the next year as required by the Library Board Bylaws during first meeting after Town Meeting. There are five positions and five board members, requiring one board member in each position/office.
  - a. Chairperson: Stacey nominated Jessica, Sabrina seconded, all in favor. Jessica Bickford will be the Chairperson.
  - b. Vice Chairperson: Stacey nominated Kelly Vandorn, Jasmine seconded, all in favor. Kelly Vandorn is the Vice Chairperson.
  - c. Secretary: Jessica nominated Sabrina, Stacey seconded, all in favor. Sabrina Rossi is the Secretary.
  - d. Treasurer: Kelly nominated Stacey, Jessica seconded, all in favor. Stacey Waterman is the Treasurer.
  - e. Facilities: Jessica nominated Jasmine, Stacey seconded, all in favor. Jasmine Yuris is the Facilities Leader.
  
6. Flood proofing grant search
  - a. The total estimate to move utilities to help with floodproofing the library came to approximately \$10,000. The board will seek grants to help with this cost so that the budget is not depleted.
  - b. Jeanne had a conversation with Seth from LCPC and based on the library requirements, it seems that FEMA grants may not be the best route. Jeanne noted that Vermont Buildings and Grounds grants should be considered. There is a new application due in May, must be match on a 1 to 1 basis and consist of 50% cash. Workshops on this grant are available on March 21<sup>st</sup> in Swanton and on March 22<sup>nd</sup> in Waterbury. Jessica and Jasmine will attend the workshop on March 22<sup>nd</sup> and start working toward applying for the grant to assist with the movement of utilities. Jeanne will help with information to register for the workshops.
  - c. Jessica will also investigate the Vermont Community Foundation for grant opportunities.
  
7. Review bylaws and create a schedule to review and update other JPL documents.
  - a. Jeanne proposed with the amount of documentation due for review that a schedule be developed to review them. Jessica had prepared such a document and is discussed below.
  - b. Library Board Bylaws: Jessica read through the bylaws and it was determined that they needed additional consideration and should not be changed and approved at this meeting. They were added to the schedule for review.
  - c. Schedule:
    - i. Bylaws: Due April meeting – Kelly & Jeanne
    - ii. Job Descriptions, Policy Addendum: Due May meeting – Sabrina & Jeanne
    - iii. JPL & Community, Conduct Policy, Privacy & Confidentiality, Public Access Computer Use, Building Use: Due June meeting – Jasmine & Jeanne
    - iv. JPL Materials Selection, Intellectual Freedom: Due June meeting – Sabrina & Jeanne
  
8. Discussion Needle Drop Box for rest-room: Jessica noted that larger Vermont libraries have added needle drop boxes to their facilities to help protect the public. As a public building, should the

Johnson Library consider a needle drop box? They are approximately \$35.00 each and would be mounted in the bathroom but would require a regular disposal process. The Sheriff's department is looking at this process. It may be useful in the future as more is known, but this topic was tabled until that time.

9. Liaison Model for Selectboard

- a. Jessica asked Nat if there was an official liaison for other town boards with the Selectboard. Nat noted that typically there has not been one in any official capacity other than he is a member of the Recreation Committee as well. Nat indicated that the library is vital to the community and something that is supported at the Selectboard level. He noted that at this time if the library has a particular topic, they are welcome to e-mail or phone Selectboard members and invite them to the library meetings. Additionally, he recommended that the library occasionally get on the Selectboard meeting agendas, particularly close to November during budget discussions.
- b. Jessica and Jeanne inquired about facility care as the library is a public building and provided examples where it was not clear if a maintenance situation was the responsibility of the library board or the town. Some instances the library hires contractors and other instances it is more appropriate to bring in town resources that may be more readily available. It was determined that the process needs clarification and Nat will investigate this and get back to the library board.

10. Adjourn – 7:24. Jessica motioned, Sabrina seconded, all board members in favor.

**Next Regularly Scheduled Library Board Meeting: April 10<sup>th</sup>, 2019, 6:00 pm.**