

Johnson Public Library Board – Final Meeting Minutes

Wednesday, May 15th, 2019

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

1. Call to order 6:00 pm
2. Review and Approval of Minutes for the April 10th meeting.
 - a. Kelly motioned, Jasmine seconded, all board members were in favor of approving the minutes without any changes.
3. Librarians Report:
 - a. Peg has notified the library that she is retiring and that her last day will be July 22nd. Jeanne spoke with Peg about her responsibilities since the board has been reviewing job descriptions and library policies. Peg created a list of all the tasks that she completes to assist with this process.
 - i. Jeanne attended a meeting of local librarians where they talked about facilities and how they were maintained and cleaned. Most local libraries pay a professional cleaning service who maintain their own workman's compensation and liability for their employees, an important factor for the Johnson Library to consider when looking for replacement care for the library. Should the new hire for cleaning and general maintenance be a town employee or be from a professional company? Jeanne noted that Peg consistently shoveled snow for the library in addition to cleaning and general maintenance.
 - ii. Jessica will talk to Brian Story, the town administrator, to see what the other town facilities use for shoveling, cleaning, and general maintenance. As the Library Board refines job descriptions, this role should be in alignment with the town processes and be within the library budget. Peg has very generously been flexible and taken great care of the library, and the board recognizes this could be a difficult position to fill.
 - b. During the meeting Jeanne attended with other area librarians she also spoke with libraries about their programming. Most of the libraries have a Friends of the Library Group or partner with other organizations to bring programs to their library patrons. JPL does not have a Friends group, so Jeanne proposed that the Board consider taking on some programs to offer patrons. She suggested something like the program Cook the Books from years before or participating in Rooted in Vermont.
 - i. The board expressed interest in those topics and brainstormed some other quick ideas such as teaching skills, art or crafts, utilizing materials such as the snowshoes available in the library, and collaborating with local businesses.

- ii. Jeanne suggested that the board consider doing this quarterly. The board thought it was worth exploring and that they could cycle board members to lead up the programs to provide variety and help prevent burn out.
- iii. Jasmine will be looking into a possible first program, such as Rooted in Vermont and will talk at the July meeting.

4. Treasurer's Report:

- a. Stacey was not available at the meeting. Jeanne noted that she had looked through the current standing of the budget and thought it looked good. She did note that she had a question on the leftover monies in the maintenance itemized line that she needed to investigate with Stacey, considering the recent changes and maintenance to the library.

5. Policy Update progress:

- a. Kelly on Library Board Bylaws – Kelly made the suggested changes to the bylaws from the previous meeting. Jessica motioned to adopt the updated bylaws, Jasmine seconded, all board members were in favor. Kelly will send the electronic copy to Sabrina and Jeanne. Jeanne will put in the central filing location after Sabrina ensures that all library documentation has the same formatting.
- b. Sabrina will create a spreadsheet tracking all documents including their titles and adoption dates as they are created and finalized.
- c. Job Descriptions and Personnel Addendum – Sabrina and Jeanne updated the job descriptions for the Library Director, the Youth Services Librarian, the Library Clerk, and the Janitor. Additionally, they reviewed and updated the library personnel addendum. The board reviewed these and made a few minor changes to the drafts. Sabrina will update the job descriptions and addendum with these changes, give Stacey time to also review the documents, and present at the July meeting in case there are additional modifications.
- d. All updated documents will be held electronically and physically. Jessica will look into a filing system to make all documentation available at both the library and possibility town offices.

6. Janitor position:

- a. Due to the next regularly scheduled meeting being held in July, the board determined that the new janitorial position would need to be advertised and posted prior to the July meeting. Jessica motioned that Jasmine work with Jeanne to identify the needs of this position and to backfill the position, possibly prior to the July meeting. Sabrina seconded. All board members were in favor.
- b. Sabrina noted that the job description was not finalized to post and advertise and it was to be voted upon at the July meeting. Sabrina motioned to give Jasmine and Jeanne the authority to finalize the description to get the position going. Jessica seconded, all board members were in favor.

7. Flood proofing Grant Update:
 - a. Jasmine did apply for the grant to the Vermont Art Council and should hear back by August 1st.
 - b. Jessica suggested the library also apply for the Vermont Community Foundation grant written toward the electrical upgrade to the system.
 - c. Jasmine will follow up with a 3rd quote on the upgrade to the diesel system so that they have the best price when they have news on grants.

8. Adjourn – 7:24 pm. Sabrina motioned, Jasmine seconded, all board members were in favor.

Next Regularly Scheduled Library Board Meeting: July 10th, 2019, 6:00 pm.