

## Johnson Public Library Board – Final Meeting Minutes

Wednesday, July 10<sup>th</sup>, 2019

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

1. Call to order 6:01 pm
  - a. Additions were made to the agenda including 4a, Janitorial/Custodian position discussion and 6a, Programming review from the last meeting.
2. Review and Approval of Minutes for the April 10<sup>th</sup> meeting.
  - a. Minutes from May 15<sup>th</sup> meeting were approved with one minor change – correction to Section 3.a.ii. from “Brian Story from the town Selectboard” to “Brian Story, town administrator.” Jessica motioned to approve with this change, Jasmine seconded, all board members were in favor.
3. Librarian’s Report:
  - a. The summer program has been off to a great start. There are 85 kids signed up to participate in the program and at each event there has been between 20 and 25 kids. Additionally, Kristen has coordinated with Johnson Elementary School’s Summer program to bring the students to the library. They attend the library in groups of 20 for some story time and to check out books.
  - b. The library put together a flyer regarding all the services available at the library, the online resources, how to search KOHA, etc. All patrons can obtain one of these flyers to that they have access information about the services provided by the library. Jessica noted that we should make these available out in the community. It was recommended that they could be placed in town offices, on bulletin boards around the community, at the Monday community bake, and at the table for Tuesday Night Live.
  - c. Jessica motioned to approve the library report, Sabrina seconded, all board members were in favor.
4. Treasurer’s Report:
  - a. We have finished the fiscal year for 2018-2019, Stacey paid over the grant money to the town.
  - b. Stacey gave an update on the Jones and Farrington trusts noting that a decision had to be made regarding whether to reinvest or spend trust differences. She will provide additional information at upcoming meetings.
  - c. Stacey and Jeanne met with Rosemary. There was approximately \$5500 rolled over from previous years to 2018-2019 and was still available to the library. Jeanne requested that it be rolled over again to the 2019-2020 fiscal year so that the money is available for upcoming projects and expenditures.

4a. Janitorial/Custodial position:

- a. Peg Rowe's final day is on July 22<sup>nd</sup>. She attended the meeting briefly so that the board could honor her with a thank you gift for her years of service to the library.
- b. The library is compiling a list of all the tasks that she did that may not be identified with normal maintenance and cleaning of the facility. For example, she did special assignments like lifting the grates and repainted them as needed. The board would like these tasks to continue with the new cleaning service.
- c. Jeanne asked the Lanpher Library in Hyde Park who they used as a cleaning service and they recommended their cleaning service. Jeanne contacted them to visit the library and see if they would be interested in working with the Johnson Library as well. They toured the library and provided a verbal estimate of the weekly rate to clean the library. Jeanne will need to obtain a written quote, but based on their experience with libraries, the board thought it was reasonable. Additionally, they are flexible to work within the odd hours of the library programming, they are insured, and their verbal estimate falls within the library budget allotted for custodial work.
- d. Jeanne and Jessica noted that they had been working with the town to potentially collaborate on custodial care as a town building. Jessica said she would contact Brian Story after the meeting to let him know that they library has found someone and would like to hire them instead of collaborating with other town custodial needs. Once that is settled Jeanne will contact the cleaning service to get a firm quote. Jessica will also follow up with Brian regarding shoveling as well.
- e. If Jessica can cancel the request of collaborative custodial care with the town, the board is interested in hiring the cleaning service that toured the library. Kelly motioned to accept their hire if possible, Jasmine seconded, all board members were in favor.

5. Policy Updates progress:

- a. Bylaws were approved at the last meeting. Sabrina updated the formatting of the bylaws and the job descriptions to match. The Job Descriptions need to be reviewed by Stacey and will get final review and approval from the board in August.
- b. Jeanne and Jasmine worked on the draft Patron Library Conduct Policy and distributed copies. Jessica asked a question about access to individuals with animals. The policy follows ADA requirements for service animals, but does the library need to permit companion animals? This will be investigated and clarified by Jessica and Jeanne and brought back to the meeting in August.
- c. Jeanne indicated that the summertime activities in the library made it very difficult to address other policy revisions right now. The review of documents will be held off until the September meeting.
- d. Jeanne presented that the maintenance plan should also be reviewed in September at the same time.

6. Floodproofing updates

- a. Jasmine contacted Bourne's Energy to provide a backup quote to place the Burner on the ceiling in the basement in case of additional future flooding. Mike from Bourne's visited with Jasmine and gave a thorough description of the process, potential problems, and design for the elevation. He estimated approximately \$10,000 total to complete the project.
- b. VT Arts Council responded to the grant application asking for additional information including a letter of support from the town administrator regarding the project since it is a municipal building. Brian turned a letter in to the council and it was accepted. The final grant response date expected to the library is August 1<sup>st</sup>.
- c. Jasmine suggested that once they know the grant status and have a better idea of funding at the August meeting, it may be worth evaluating having the electrical update done at the same time.

6a. Library Programming

- a. As a follow-up to the board providing quarterly programming as discussed in the May meeting, Jasmine will be heading up "Rooted in Vermont" in September. Will discuss more at the August meeting.

7. Outside Space, Specifically the Berm Area

- a. The front parking is looking a little rough and the dilapidated berm needs to be repaired. No decisions must be made now, but this issue will be added to upcoming meetings and the maintenance plan.

8. Adjourn – 7:08 pm. Stacey motioned, Sabrina seconded, all were in favor.

**Next Regularly Scheduled Library Board Meeting: August 14<sup>th</sup>, 6:00 pm.**