

Johnson Public Library Board – Final Meeting Minutes

Wednesday, September 11th, 2019

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

1. Call to order 6:04 pm
2. Review and Approval of Minutes for the August 14th meeting.
 - a. Minutes from the August 14th meeting were approved with no changes. Sabrina motioned, Jasmine seconded, all board members in favor.
3. Librarian's Report:
 - a. The library is doing well, and despite summer programming wrapping up, is still very busy.
 - b. On September 27, at 6 pm the Lanpher library in Hyde Park will be showing the movie, "The Public" regarding an incident at the Cincinnati public library. Jeanne thought individuals might be interested in seeing the movie.
 - c. Other topics that Jeanne needed to mention fall under other agenda items, so she will wait to discuss those then.
 - d. Jessica motioned to approve the library report, Stacey seconded, all board members were in favor.
4. Treasurer's Report - Stacey:
 - a. Stacey and Jeanne met to check the budget to make sure it was on track and that anticipated projects will fit into the budget. Other than this brief check-in, no real changes.
 - b. Stacey did note that no money has been turned over to the town yet for the budget because she generally does this every quarter, and she just received the August notice.
 - c. Kelly motioned to accept the Treasurer's report, Jessica seconded, all board members were in favor.
5. Trello Board Training/Check-in:
 - a. Jessica has established a Library Board workspace on the application Trello where board members can add policies, procedures, job descriptions, meeting agendas, meeting minutes, and other library board documentation being worked through. This will function as a digital library and review space so that all board members will be able to view the documents and they will not be solely located on a personal computer. The space is accessible to all library board members and to Jeanne, does not allow changes or discussion to documentation so that open meeting guidelines are not infringed, and is easy to add new members as changes occur in the library.
 - b. Jessica provided a brief training on the application.

- c. Stacey will add a section on Trello for Endowments with the endowment policy and a summary of endowments to the library including their history and management requirements.
6. Review Bylaws
 - a. Kelly presented the revised bylaws including the fiduciary information for the library board members.
 - b. Stacey recommended the terminology be changed from “trust” to “endowment” under C1, C2, and C3 as the monies are no longer under “trusts.” It was recommended that the section C3 state, “Trustees must keep clear and accurate accounts of administration of endowments and make available upon request.”
 - c. Kelly will revise and present at October meeting.
 - d. Jessica noted that there were additional documents due in October. These include the Conduct Policy and Building Use Policy being put together by Jessica and Jasmine.
 - e. Jeanne noted that once all the updated the policies are established a plan should be in place for regular review of library documentation.
7. Maintenance Updates
 - a. Ramp Repair: Ramp repair was \$290.00. This money will come out of the maintenance section of the budget.
 - b. Plumbing for basement sinks and hot water heater: Jeanne noted that Longtrail Contracting visited and gave an estimate for installment of the thermostatic mixing valve and water heater replacement (\$585.60), and repair leak and removal of downstairs bathroom sink (\$328). He looked at the drains and thought there might be another backup happening, perhaps from the sewer line or a frost heave, but is unsure. It is worth investigating. County Plumbing and Heating has also been contacted to provide a quote.
 - i. The repair needs to be done quickly, Sabrina motioned that the library work with Longtrail Contracting if we don’t hear back from second estimates by Friday, September 13th. Stacey seconded, all were in favor.
 - ii. Money for these plumbing projects will also come out of the maintenance budget.
 - c. Furnace: John Hemingway from Brosseau stopped by the library and provided an additional quote for a furnace replacement in the interest of floodproofing the utilities. To remove the old furnace, add a new furnace hanging from the ceiling, and provide all the labor and materials, Brosseau quoted \$9975.72.
 - i. This was very comparable to the two other estimates received – Bourne at \$10,180 and County Plumbing at \$9220.00.
 - ii. The library board thought we should make a final decision by October because Brosseau noted that it would take approximately 3 days to do the work, including no heat for the building.
 - iii. Brosseau regularly does maintenance on the current system and fills the oil. The board determined that the quotation from Brosseau met the most needs of the library.

- iv. Kelly motioned to go forward with the upgraded furnace through Brosseau, Sabrina seconded, all board members were in favor. Jessica will present to the Selectboard on Monday the 16th.
 - d. Shoveling: Jessica spoke with Brian Story regarding winter snow shoveling at the library. He noted that the village crew can do it, but to be aware that it will fall under their timeframe and possibly be one of the last buildings to be shoveled. The board agreed that it was worth giving it a try. Jessica will talk to Brian to give the go ahead as well as provide essential hours at the library to have a clear walkway such as Storytime.
- 8. Website Update
 - a. Sabrina and Jeanne have been working on the website for the library. Sabrina walked the board through the progress of the website, noted that they have been going through Wix.com, and described items to be added such as galleries, bookings, calendar, research tools, and additional links. To host the website and pay for services such as scheduling it will cost the board \$240.00 per year. This will come out of the technology budget.
 - b. Sabrina and Jeanne are looking to roll out the basic website before the October meeting.
- 9. Fall Trustee Programming
 - a. Jasmine is hosting the first program on October 3rd. There will be a roundtable discussion on gardening, harvesting, and garden prep and care. Food is encouraged. She is advertising now.
- 10. Prep for Selectboard Meeting
 - a. Jessica and Kelly will be attending the Selectboard Meeting on Monday, September 16th. It was estimated that the library might present around 7:15/7:30 pm. Jeanne has prepared statistics and information about library use and provided information showing that the numbers are continuing to grow. Additional information to be presented include that the library board is updating policies, some of the challenges the library boards faces such as maintaining an older facility, and exciting things happening at the library.
- 11. Adjourn – 7:34 pm. Stacey motioned, Sabrina seconded, all were in favor.

Next Regularly Scheduled Library Board Meeting: October 9th, 6:00 pm