

Johnson Public Library Board – Final Meeting Minutes

Wednesday, October 9th, 2019

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

1. Call to order 6:02 pm
 - a. Two items were added to the agenda, section 11 Update Selectboard meeting and section 12 Compensation for Librarian's during furnace replacement.
2. Review and Approval of the Minutes for the September 11th meeting.
 - a. Jeanne noted that Brasso should be spelled Brosseau throughout the minutes.
 - b. Jasmine motioned to accept the minutes with the spelling correction, Jessica seconded, all board members were in favor.
3. Librarian's Report
 - a. Jeanne noted that when she gives the Librarian updates, usually she provides a quick overview of how the library is running and the maintenance updates. She asked the board what additional information they would like to hear during the Librarian's report.
 - i. Jasmine indicated that she appreciates the updates on how busy they are, attendance numbers, and the types of activities going on.
 - ii. Jessica is interested in occasional updates on trends of the types of materials/genres patrons are checking out.
 - iii. Kelly noted that she is interested in hearing about areas that need help from the library board.
 - b. Longtrail Contracting removed the downstairs bathroom sink, added new plumbing to the utility sink, and installed a new on demand hot water heater for the bathroom. Jeanne has not received a bill for this work yet.
 - c. The new furnace work is mostly done. There are a few vents to be sealed. Brosseau asked the library if they were interested in an updated thermostat. If the library purchased a thermostat then Brosseau would complete the installation. The board determined that for now, the library will retain the thermostat in place. Jeanne has not received a bill for this work yet.
 - d. Jeanne noted that the library and board should create an annual calendar with a list of things to do monthly including items such as policy review, job description review, a review for Jeanne, maintenance to the building, and budget preparation. The board agreed. As the board finalizes these new processes, they will be added to a schedule so they are reviewed annually. This will be added to the policy review/document building list.
 - e. Jessica motioned that we accept the Librarian's report, Sabrina seconded, all board members in favor.

4. Treasurer's Report

- a. Stacey wrote checks to the town for dividends from the Jones endowment and the JPL account. She needs a new checkbook from UBS for the Farrington endowment to turn over those dividends.
- b. Stacey loaded the endowment policy from the 2009 and the Endowment Summary document onto Trello for board review. Board members should look through these documents. Additionally, she loaded the budget for the 20/21 Fiscal Year.
- c. Stacey noted that the town is asking for a 6 month estimate on where the library is year to date for the 19/20 FY due in December. Stacey and Jeanne will put this together and turn into the town.

5. FY 20/21 Process

- a. Brian Story, town Administrator, asked for the budget to be ready by the end of November, after the next Library Board meeting. Stacey started filling in the budget and noted that it is very similar to the 19/20 FY, but the board needs to evaluate next year's maintenance needs which is where the greatest budget variation happens.
- b. Jeanne and Jasmine will go through the facilities and maintenance needs and prioritize items for the 20/21 year and get the estimates to Stacey to add to the budget.
- c. Stacey will finalize a rough draft of the estimated budget and have it prepared prior to the November board meeting for board members to review. The board will go through line by line at the November meeting.
- d. Jessica asked the Jeanne if there were additional areas that needed consideration for the budget such as training or conferences that her or Kristen would like to attend in the New England area. Jeanne will talk to Kristen and report back.
- e. Sabrina motioned to approve the Treasurer's report and the plan for the FY 20/21, Jasmine seconded, all board members were in favor.

6. Social Media Discussion

- a. The town is putting in place a policy for Social Media. Brian Story provided a copy of the policy to the Jessica and requested the board review the document and comment.
- b. Jessica listed the official social media outlets for the library as: Facebook, Front Porch Forum, E-mail, and the upcoming Website and will provide these to Brian.
- c. The policy is lengthy and Jessica just received it, so she proposed that the board members review the document and if they have comments to e-mail Brian Story by Friday October 18th.

7. Building Updates

- a. The board took a break and went to the basement to look at the new furnace and the work that Longtrail Contracting completed on the plumbing.
- b. Brosseau installed a new vent and duct work to the bathroom, heating this small room. It was noted that the new vent is under the changing table and not ideal. Jeanne suggested

the board investigate the cost of wall mounted folding changing tables located in many public restrooms. Jasmine will do research and estimate cost and report back.

- c. Jeanne reported that Steve had changed the latch on the front door and that new keys were made. She noted that there should not be many keys in the community, so the board brainstormed ways to make the building available without distributing keys to the public for library events/activities. Kelly will research a key box with a code, similar to what realtors use, so that the key could be made available to groups that utilize the building in a controlled manner.

8. 5K team

- a. Johnson Recreation is holding a 5k on Sunday November 3rd. Jeanne and Kristen will be participating, and the board was invited to join in as a team if they were available.

9. Event Update – Jasmine

- a. Jasmine reported on the first Board held event at the library on October 3rd. Approximately 10 people participated regarding discussion of gardens, harvest, and closing them down for the winter. The group was successful and excited to get together again and are planning a future gathering in January when spring gardens are in the works.
- b. Jessica proposed that she would like to host the next board event and will put a date together with Jeanne in early December. She will be teaching basic bookbinding.

10. Policy Work

- a. Bylaws: Kelly updated the Section under “Trustee Conduct” per the September meeting. She distributed copies and the board reviewed the document. Jessica motioned we approve the updated bylaws, Stacey seconded, all board members were in favor.
- b. Jeanne and Jasmine worked through 3 policies this month and will load them into Trello for the board to review for the November meeting. They included:
 - i. Public Use of the Library
 - ii. Conduct Policy
 - iii. Checklist for Using the Library

11. Selectboard Meeting Update

- a. Kelly and Jessica attended the September Selectboard meeting and provided an update on the library. The time available for the presentation was about 5 minutes where they handed out a sheet including data on the library. The library demonstrated that they are doing great things at the library, and that activity is increased at the library. The Selectboard and community members gave positive feedback.
- b. Jessica proposed we have representatives at the Selectboard meeting to answer questions about the budget during the town Budget Discussion to streamline the process for the library budget.
- c. Jeanne proposed we also provide the maintenance plan to the town when it is prepared.

12. Librarian Compensation

- a. Brosseau suggested that the library be closed during the furnace replacement. This closure was unrelated to the staff, yet the staff lost their work hours. Jessica proposed that the librarians be compensated for these lost hours. Kelly motioned to pay the librarians their regularly rate for the hours away, Jasmine seconded, all board members were in favor. Jeanne and Kristen will report their regular hours for pay.

13. Next Meeting: Jessica noted that per the regular schedule, the library board would meet on November 13th, however, Sabrina and Jessica will be unavailable that evening. Sabrina proposed the board meet on November 20th. This was favorable to Stacey who seconded to give additional time to prepare the budget. All board members were in favor.

14. Adjourn at 7:30 pm

Next Regularly Scheduled Meeting: Wednesday, November 20th, 2019. 6pm, Johnson Public Library