

## Johnson Public Library Board – Final Meeting Minutes

Wednesday, November 20<sup>th</sup>, 2019

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

1. Call to order 6:07 pm
  - a. Jessica asked if there were additions or changes to the agenda. There were none.
  - b. Jessica clarified under Building Needs (section 6) we would be talking about the recent November 1<sup>st</sup> flood and Nat had something to present regarding cleaning.
  - c. Additionally, Jessica asked which documents would be discussed under Policy Approval (section 8). Jeanne and Jasmine listed the document titles Conduct Policy, Building Use Checklist Policy, Application for Use of the Library, and Policy Statement for Public use that still needed to be reviewed. Sabrina listed the job descriptions as required documents to be reviewed.
2. Review and Approval of the Minutes for the October 9<sup>th</sup> meeting.
  - a. Jeanne indicated that under section 3b of the draft meeting minutes the word “removed” was spelled incorrectly.
  - b. Jessica motioned to accept the meeting minutes with the spelling correction, Kelly seconded, all board members were in favor.
3. Librarian’s Report
  - a. Jeanne reported that the topics she must report will be discussed under the other sections of the agenda, so she would postpone until then.
  - b. Sabrina asked if generally all was well with the library? Jeanne said that overall, things were going very well since the flood. Jessica asked Jeanne if the individual doing the shoveling was going to work out. Jeanne reported that the person that was going to do the shoveling for the winter is now unable. Currently, they did not have a backup. Sabrina said she had just seen a post on Front Porch Forum from Declan Stefanski looking for odd jobs over the winter. Jasmine concurred she had also seen the post and thought it might be worth asking. Jeanne will contact Declan and keep us apprised of shoveling details.
  - c. Sabrina motioned to accept the librarian’s report, Jasmine seconded, all board members were in favor.
4. Treasurer’s Report
  - a. See budget planning below. Topics between treasurer’s report and the budget planning discussion overlapped.

## 5. Budget Planning Discussion.

- a. Stacey met with Jeanne to outline the current estimated 6-month expenditures for the FY19-20 due to the Selectboard by December. Additionally, she put together the draft planned budget for the FY20-21, also due in December. Stacey handed out paper copies of the line-item budget to discuss.
- b. The library board and Jeanne went through the budget line item by item noting the proposed changes from the FY19-20 year to the FY20-21 year.
- c. When librarian salary compensation was reviewed, Jeanne asked if the board would consider raising Kristen's salary to be more commensurate with the duties she is performing. Jeanne gave examples of how Kristen has gone above and beyond for the nearly two years she has been employed at the library. The board wanted to evaluate salaries of all the employees, so they asked Jeanne and Nat to leave so they could be under executive meeting status.
- d. Executive meeting discussing salaries began at 6:28 pm and ended at 6:51. Jeanne and Nat were invited to rejoin the meeting. The board determined that beginning in the new fiscal year Kristen's salary would be raised to be in line with her master's degree; knowledge, skills, and abilities; and duties performed daily.
- e. Areas of change in the budget included increased funds for updated computers and building maintenance. Jeanne indicated that she rotates the purchase of new computers, and one is due to be updated. Jasmine and Jeanne will complete research to include the estimated amount required for flood gates, a new wet vac, and a dehumidifier for the basement. They will provide this information to Stacey to include in the budget before turning over the FY20-21 proposed budget to the Selectboard.
- f. Jasmine motioned to approve the budget with the discussed changes added by Stacey for staff compensation, increased computer funds, decreased program funding in alignment with Kristen's actual expenditures, and addition of the building maintenance increase. Jessica seconded the motion; all board members were in favor of approving the budget.

## 6. Building Needs

- a. Cleaning: Jessica introduced that Nat Kinney was present to discuss a snafu that had occurred with the cleaning contract for the town facilities that was presented at the 11/18 Selectboard meeting. Nat asked the board what their input was on the issue? Sabrina recalled from previous library board meetings that the library was not supposed to be under the town contract, but Jessica noted that because the Lateris had ended up with the contract, the library did end up under the same contract. Sabrina also noted that the reason the library had specifically requested the Lateris to clean the library is that they clean other library facilities and are familiar with the unique requirements of this type of facility. The board members agreed. Jessica expressed that the Library will withdraw from the bid process and hire the Lateris directly because of their library cleaning experience if the bid goes back out. All board members agreed.
- b. Jessica asked if the board members could think of any direct new projects that needed to be completed beyond the landscaping, front retaining wall, and flood proofing projects.

- Sabrina asked about the continued care of the ramp. Jeanne indicated that currently the ramp has been being repaired on an as needed basis but may need to be replaced in the future.
- c. November 1<sup>st</sup> Flood: Jasmine and Jeanne met with Eric Osgood and Brian Story following the flood on November 1<sup>st</sup>. They gave specific feedback about the experience at the library the day of the flood. A couple of important details and realizations came out of this meeting:
    - i. Sterling Market has been used as a rough indicator of how high the river has rose and response needed during flooding events. However, by the time water is nearly to Sterling Market, the library already has approximately 2 feet up the back wall. Therefore, the timelines to address response requirements for the town of Johnson are not ideal for the library.
    - ii. It is unclear regarding the role of the librarians in the care of the facility regarding situations where the building is in imminent danger.
    - iii. As a town of Johnson building, should the library be included as part of the Emergency Management Plan?
  - d. Sabrina asked Nat about the town's Emergency Management Plan, suggesting the library learn more about it, become part of it, and that the library develop a disaster recovery plan/business continuity plan. Nat explained that there was an Emergency Management Plan in place and that Eric Osgood was head of that. The board will learn more.
  - e. Jasmine listed the need for flood gates on the back door and the new sealed windows. Jeanne has been discussing floodgates with the post office and Sterling Market to obtain an idea of cost and installation. The board inquired about the possibility of getting the floodgates prior to the FY20-21 budget year. However, there is limited funds available in the library budget. Stacey asked how the Holcomb house replaced their front porch and Nat explained that there was a town reserve fund where repairs may be done to buildings. He noted that would require some collaboration between the town and the library board, but that roles change when the funding changes, which would have to be explored. At the moment, there wasn't a clear understanding by the board of how that funding worked, but was worth asking the question of the town.
  - f. It was noted by Jessica that the primary role of the librarians is information distribution and customer service not building maintenance and flood mitigation. While it may make sense for the librarians to initiate the plan, ie. notify that help is required, it should not be in their expected duties to wade through flood waters to install floodgates or to spend 8- 9 hours cleaning flood water. The trustees expressed gratitude to Jeanne for her work from 6:30 am – 5:00 pm in keeping the waters to the front two rooms and saving the library from more damage.
  - g. Jasmine and Kelly suggested the library attend the next Selectboard meeting to continue the conversation on the care of the facility. Jasmine will request to be put on the Selectboard Agenda. Sabrina proposed three topics to zero in on to present to the board: 1) The library is a town building and we would like to collaborate to be on the EMP. 2) It would be much cheaper to prevent and maintain the library than to repair the library. 3) How can we work

toward getting flood gates prior to the FY 20-21 budgeted year? Jasmine, Kelly, and Sabrina will attend the town Selectboard meeting on December 2<sup>nd</sup> and discuss these points.

7. Website – It was determined to table the remaining agenda items, as the meeting had already taken 2 hours. The website will be discussed at the December meeting.
8. Policy Approval – Tabled until the December meeting.
9. Winter Trustee Programming – Tabled until the December meeting. Jessica briefly noted she was working on a basic bookbinding workshop for teens and adults and would work on finding a date with Jeanne.
10. Adjourn at 8:03 pm.

**Next Regularly Scheduled Meeting: Wednesday, December 11<sup>th</sup>, 2019. 6pm, Johnson Public Library**