

Johnson Public Library Board – Final Meeting Minutes

Wednesday, December 11th, 2019

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

1. Call to order 5:59pm
 - a. Jessica asked if there were additions to the agenda. She indicated that if others did not have an addition, then she needed to add section 10 on the agenda “Paula Poundstone tickets” for a raffle.
2. Review and Approval of the minutes from the November 20th meeting.
 - a. Sabrina noted that she saw under 6f that should read “sense” instead of “since.” Jessica motioned to approve the meeting minutes with this change, Stacey seconded, all board members were in favor.
3. Librarian’s report (Jeanne):
 - a. The library now has an individual named Lucas that will be shoveling for the winter. He is a local college student and will be gone only a few days throughout the winter. He will communicate those days to Jeanne at the library, so alternative shoveling plans may be made. Jeanne now has two shovels at the library for use.
 - b. The library received a \$3000.00 grant from Turrell for kids’ programming. Usually used for kits, books, etc. Jeanne noted that if the library board thought of other creative ways to spend the grant, to let the librarians know.
 - c. The library received an anonymous donation of \$1000.00 that is to be used for unexpected obligations to the library such as maintenance.
 - d. Jeanne went to the meeting of the Lamoille County Librarians.
 - i. Laura Keenan from the Vermont Department of Libraries is happy to come visit with the library board on any topic about libraries. Jessica noted that the board would be interested to hear what some potential topics might be to select from. Jeanne will ask Laura and get back to the board.
 - ii. In April there will be a Legislative Breakfast. Amy Olson from the Hyde Park Library indicated that she is willing to participate in the breakfast on behalf of the other local libraries and wanted to know if the area libraries would be willing to contribute a portion of the fees to make this happen. Jeanne believes there is a bill going to Legislature regarding Vermont Library Standards, so it could be a good idea and beneficial to have libraries on the agenda. She will investigate the bill and get back to the board. At the next meeting the board will determine if they want to participate in the breakfast.
 - iii. Stacey motioned to accept the librarian’s report, Sabina seconded, all board members were in favor.

4. Treasurer's Report – Stacey

- a. The FY20-21 anticipated budget has been sent to Brian Story, town administrator.
- b. Neil from UBS contacted Stacey regarding some monies that needed to be reinvested for the Farrington trust. Stacey had the money reinvested.
- c. Jasmine motioned to accept the treasurer's report, Jessica seconded, all board members were in favor.

5. Flood proofing

- a. Jeanne has started researching flood gates following the December 2nd Selectboard meeting. She had information and estimates on three different flood gates. She also talked to the water treatment center and the supermarket about their flood gates. The estimates ranged from \$4000 to \$5200 including shipping.
 - i. Each of the models is 6-foot-high with channel brackets that would be mounted to the library wall. Slats/planks slide into the channels creating a barrier for floods. The slats would be stored outside near the door for easy installation but would need to be secured in a locked box.
 - ii. All the floodgates require a flat surface and installation costs. To install the floodgates and have them work effectively, a small concrete pad would need to be installed and included as part of the total cost. The concrete installation requires the temperature to be above 40 degrees Fahrenheit, so it would require a spring installation.
 - iii. The flood gates have a 10-week lead time before arrival from ordering. Jessica suggested we may have to order sooner for the spring installation and work through the concrete installation plans later.
 - iv. Jeanne proposed she talk to the contractor Brian Currier for an estimate on the concrete pad and gate installation.
- b. Windows: Jasmine and Kelly added that the library also still needs an estimate on the windows replacement for flood proofing since they need to be replaced.
- c. A quote on the floodgates and possibility of the windows will be put together from the information Jeanne collects and Jessica will present to the Selectboard. Kelly suggested the information be prepared and sent to the Selectboard prior to the next meeting and then attend next Selectboard meeting. Jasmine and Jessica will ask to be put on the next agenda for the Selectboard for additional presentation and discussion if necessary.
- d. Sabrina recapped what would be talked about at the review of the 11/1 flood with the town and Emily Miller on December 12th. The goal is for the library to become part of the town Emergency Management Plan and to identify clear roles and expectations in emergency situations. Jeanne will also attend, and both will report back to the library.
 - i. It may be necessary for the library to create additional policies regarding internal response at the library to emergencies as well.

6. Website – Sabrina
 - a. Sabrina updated all of the requests from the emails from board members and librarians regarding the website.
 - b. She is working with Jeanne to finalize the registration with Google for search ability.
 - c. Sabrina is repairing items that are more difficult to see on a mobile device. Additionally, the goal is to add additional features such as a calendar of events.

7. Policy and Procedures
 - a. Jessica asked what titles were prepared. Sabrina noted the job descriptions are ready. Jasmine noted that the following policies are prepared: Conduct Policy, Library Use Checklist, Policy Statement for Public Use, and Application for Use. Jessica noted that these prepared policies and job descriptions are on Trello and all board members should review for discussion before the January meeting.
 - b. Jessica asked which additional policies were pending? Sabrina and Jeanne noted that they are supposed to prepare a Materials Selection policy. It was also noted that the library would have to prepare some additional policies coming out of the Emergency Management Plan. These will be scheduled for preparation in coming months.

8. Winter Trustee Programming
 - a. Jessica has had a hard time scheduling with the individual helping with the bookbinding lesson. She said therefore the program will not happen in December but should happen soon.

9. Town Report Discussion
 - a. Jessica is preparing the library report for the overall town report. She asked for thoughts on what should be included and if someone thinks of something later to let her know.
 - b. Items immediately listed were: Peg's retirement, new Furnace, Snowshoes for checkout, Floodproofing efforts, and legacy giving to the library.

10. Paula Poundstone Tickets
 - a. Nat Kinney procured two tickets to the Paula Poundstone event in Dibden, Vermont in February 2020. He donated them to the library to raffle. Jessica asked how we would like to raffle them?
 - b. It was determined that each patron of the library would put their name in the drawing when visiting the library. The raffle will start in January and the drawing will be on January 31st.
 - c. Jeanne suggested the library buy 2 additional tickets at \$25.00 each so two winners could be announced.
 - d. Jasmine motioned that the library buys two tickets, Jessica seconded, all board members were in favor. 2 winners will get 2 tickets each.

11. Executive Session started at 7:42 and ended at 7:59.

12. Adjourn 8:02 pm.

Next Regularly Scheduled Meeting: Wednesday, January 8th, 2020. 6pm, Johnson Public Library