**Johnson Public Library Board – Final Meeting Minutes**

**Wednesday, February 12th, 2020**

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

1. Call to order 6:02 pm
   1. Jessica noted that Stacey checked in quickly but had to leave and that there wasn’t much going on with the Treasurer’s report considering the time of year, however Stacey had noted that she had reviewed the job descriptions and policies for tonight’s meeting and was in favor of accepting them.
   2. Jessica asked if there were additions to the agenda. Jeanne noted that she would be adding shoveling, a courier issue, and discussion of the Copley Money under the librarian’s report.
2. Review and Approval of the minutes from the January 8th meeting.
   1. Jessica motioned to approve the meeting minutes with one change under section 3d. She noted that it should read “Legislative breakfast” instead of “luncheon.” Jasmine seconded with this change; all board members were in favor.
3. Librarian’s report (Jeanne):
   1. Shoveler: Jeanne noted that there is a new shoveler that has been very committed named Alexis Daniels. It looks like it will be a great solution through the rest of winter.
   2. Ramp: Jeanne attended the Lamoille County Librarian’s Meeting. She explained that the librarian from Hyde Park had talked to Copley regarding the Copley Grant for senior services and asked if they could put in an automatic door for senior access and Copley approved. Based on this, Jeanne thought it would be worth checking into replacing the ramp out front utilizing some of the funds from the Copley grant given to Johnson Public Library.
      1. Jessica noted that if it is approved by Copley and the amount is over $2000.00, then it will need to go out to bid.
      2. Jeanne will call Copley to inquire whether the funds may be used for the ramp, work with Brian Currier to see what he estimates the replacement cost would be, and if more than $2000.00, to put out to bid.
      3. Jasmine will help with any process associated with the ramp.
      4. Sabrina asked if the front is torn up, perhaps we should consider completing the replacement of the sign and repair of the retaining wall as well. This may require additional split bids and contractors, but the board will consider and investigate for upcoming meetings.
   3. Sign: Jasmine has been in touch with Great Big Graphics. Jeanne and Jasmine inquired of the board if we would be interested in pursuing an actual logo for the library before a new sign is considered. Kyle and Jessica noted this could potentially be costly and might be worth having a competition. Jasmine noted that there were some great designs submitted for the canvas bags and perhaps one of those could be used. Jessica noted that drawings don’t always carry over well to logos and it would be worth asking Ray at Great Big Graphics what the parameters were for a logo, see if there are ideas, or what it a good way to put together a graphic? The board agreed that it should be considered a community building and include the hours on the sign, so it would be great to capture that in the signage.
   4. Courier Issue: Jeanne explained that JPL has been part of a service with other libraries around the state utilizing Green Mountain Messenger for weekly pickup and deliveries. The state dropped the contract in January and is now in the process of negotiating with other courier services to take over the process. Jeanne said that it is all up in the air and was using this opportunity to give the board a heads up that the cost of the courier service could go up significantly or the library would be dealing with greater mailing costs.
   5. Combined Book Group Composting: Lamoille County Solid Waste District and the libraries from Johnson, Hyde Park, Morrisville, and Stowe have put together a combined book group regarding the topic of composting. There are several books and the book club will rotate between locations, but the idea behind it is that it will help address some of the composting questions popping up in the communities based on the composting rule taking effect in 2020. More details to come, but Jeanne will also host a separate program in the spring.
   6. Knitting Group: It is going well and it is a week to week program. Jeanne imagines it will be smaller once warmer weather sets in.
   7. Sabrina motioned to approve the Librarian’s report, Jasmine seconded, all were in favor.
4. Treasurer’s Report
   1. Stacey not present, however Jessica mentioned that the budget was with the Selectboard.
   2. Kyle explained that the library budget went through without any real discussion. She did note that the town taxes will not be going up in Johnson this year but cannot speak currently for the school board taxes.
5. Floodproofing
   1. Jasmine submitted Steve’s information to Brian and Duncan for some expert advice. Duncan has provided lots of feedback on the floodproofing options and with Eric Osgood, who provided information from FEMA, remarked that the best bet for the library would be to have a door manufactured locally specific to the library needs. There are several contractors who would be able to do this and are comfortable with the materials needed including the process of aluminum welding. Eric met with an engineer and they estimated the cost to be approximately $1000.00 for materials, plus labor. Jasmine noted that the door is one that would not be able to be entered initially from outside but could be opened from the inside for children’s programs and such. Therefore, it still would function fully as an egress to the basement, but not an entrance.
      1. This estimate is significantly lower than the estimated $9000 solution for floodproofing the basement and eliminate the need for deployment by someone in case of flooding.
      2. Jasmine noted that they were still looking into having the door and the windows replaced, including perhaps the side windows, all at the same time. The windows need some additional research and may require materials such as “aquatic grade glass.”
      3. Jasmine and Jeanne will continue looking into contractors and possibilities for the door installation this spring.
6. 3-4-50 Program
   1. Jeanne presented this program explaining that Valerie Velour from Healthy Lamoille had contacted the library to become a partner for the 3-4-50 program. This means 3 behaviors, 4 diseases, and 50% of deaths in Vermont are from these 4 diseases and this program is an opportunity to partner and encourage healthy behaviors for the library patrons.
   2. The library meets the parameters to be a partner including utilizing programs such as Rise Vermont (snowshoes), senior engagement, non-use of tobacco, and wellness for young families. It is a good gesture to encourage overall good health in our community. Jeanne asked if we wanted to vote to be a partner, the library would just need to install a sign on the premises indicating that it is a tobacco and vaping free facility.
   3. Kelly motioned to partner with 3-4-50, Sabrina seconded, all board members were in favor.
7. Snowshoe Collaborative:
   1. Jasmine presented that there was a collaborative effort going on between Johnson Rec and the Conservation Commission on February 22nd to have a snowshoe event and tour one of 2 local properties. They were hoping to have Eric or Noel give a tour and provide more information. Jasmine wasn’t able to provide too many details yet because the conservation commission would be meeting the following day to finalize details.
   2. Regarding snowshoes, Jessica indicated that the library had received a request from Rise Vermont wondering how the snowshoe program went. Jeanne had just completed statistics and noted that they have been borrowed 35 times. The board thought that this was very impressive.
   3. There is a new grant opportunity coming up to apply for Rise VT and Jeanne indicated the library would be applying and proposing ideas such as themed kits to check out for patrons to try such as Yoga.
8. Review Job Descriptions:
   1. Jessica motioned to accept the job descriptions for Library Director, Youth Services Librarian, and Library Clerk. Kelly seconded; all board members were in favor.
9. Additional policies:
   1. Conduct policy: Jessica motioned to accept the conduct policy with the addition of vaping under the no tobacco section. Kelly seconded; all board members were in favor.
   2. Due to time the remaining policies were tabled. An additional meeting was established to review documentation on March 4th. Sabrina will provide lists to the board members regarding the policies in process and next policies to be written.
   3. If the board can complete the policies at the March 4th meeting, then there will not be an additional March board of trustees meeting.
10. Lara – State Library Consultant Visit
    1. Lara has proposed to come talk to the board about various topics and provided a list that Jeanne had forwarded on to the trustees.
    2. Jasmine indicated she would be interested in talking about augmenting programs through volunteers and working with Selectboards.
    3. Sabrina indicated she is interested in hearing about community engagement ideas.
    4. Jeanne also remarked that there is a Vermont Department of Libraries Trustee Meeting coming up that she believes will be in Killington if anyone was interested in attending. She will gather more information.
    5. Jeanne will communicate with Lara the topics of interest, Jessica will set up a time to meet, likely when it is warmer.
11. Town Meeting Responsibilities
    1. The library will not be serving coffee this year. Kyle said that she thinks there was another potential program interested in doing coffee, the Jenna’s Promise program, so it was okay.
    2. Jeanne and Kristen will put together some materials for a library table and Jessica will help run the library at town meeting. Sabrina offered to help Jessica, because she will also be at town meeting.
12. Kyle Nuse presentation: Kyle indicated that she was attending the Library Board meeting for a few reasons.
    1. First, she was there to better be informed of various boards throughout the community. Her goal was to attend board meetings every few months to understand what different boards were doing at a greater level rather than just reading meeting minutes.
    2. Second, she was asking what the mission of the library was with programming. She believed that most of the library trustee meetings from minutes had been focused on maintaining the aged building lately, which is huge, but felt that programming wasn’t as interesting currently and might need a boost. This will be discussed more by Jeanne and the board as programming is developed.
    3. Third, Kyle was present to talk about a possible programming opportunity in the library and to see if it was a viable option. Kyle’s aunt had passed away and her uncle had created a foundation in her honor geared toward art education for youth. At this point, much of what they are doing is in concept, but are thinking of starting a program in Johnson and would like to potentially use the library a few times a week for art classes with a professional artist. The board was very excited about this possibility and brainstormed a few ideas about how the program might run. Kyle will be working with the foundation to create the program and work out further details.
13. Adjourn: 7:54 pm. Sabrina motioned, Jessica seconded, all board members in favor.

**Next Regularly Scheduled Meeting: Wednesday, March 4th 2020, 6pm, Johnson Public Library**