

Johnson Public Library Board – Draft Meeting Minutes

Wednesday, March 4th, 2020 – Special Meeting for Policy Review

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

1. Call to order 6:10 pm
2. Review and Approval of the minutes from the February 12th meeting
 - a. Jessica motioned to approve the meeting minutes without any changes. Jasmine seconded, all members were in favor.
3. Trustee Roles for Next Year
 - a. Jessica noted that it was time to determine the roles of the library board again. She expressed that she feels that roles, particularly the chairperson, should rotate. Jessica indicated she would be happy to turn over the role of chair to another individual on the board if they were interested. None of the board members spoke up regarding any interest in the chair position.
 - b. Sabrina noted that many of the positions on the board have only been filled for a short while with newer board members. All the board members were currently happy with their roles.
 - c. Jessica is willing to be the chairperson again, but suggested that to facilitate the chair position, it would be helpful to change the way agendas are compiled. Sabrina will make a list of follow-up items from the meeting when she puts together meeting minutes. Kelly volunteered to finalize and send out agendas, so Sabrina will e-mail the follow-up items list to Kelly when she sends out draft meeting minutes. In the week prior to the next regularly scheduled meeting, Kelly will make a call out to the librarian and board members for agenda items to add to the follow up list. She will then finalize the agenda and send out prior to the meeting. This will redistribute some of the responsibilities for the chair making it possible to retain roles.
 - d. Sabrina motioned that with this agenda building change the board should retain all current roles on the board (Jessica Bickford, chair; Kelly Vandorn, vice-chair; Stacey Waterman, treasurer; Jasmine Yuris, facilities; and Sabrina Rossi, secretary) for the next year, Jessica seconded, all board members were in favor.
4. Review and Approval of Library Policies:
 - a. Sabrina reviewed the minutes from previous meetings and created a list of policies in progress and outstanding. She went through the titled policies with the board that have been identified, the progress of the policies, and responsibilities to prepare the policies. Jeanne asked if Sabrina would provide the list to her and all board members. Sabrina will

- compile the list and add to Trello and will e-mail draft policies from earlier in the year to Jasmine and Jeanne for their preparation.
- b. "Conduct Policy" review – prepared by Jeanne and Jasmine.
 - i. Changes were made regarding the addition of a sign indicating no smoking.
 - ii. Stacey motioned to accept the Conduct Policy with the change, Kelly seconded, all members were in favor.
 - c. Public Use of Library – prepared by Jeanne and Jasmine.
 - i. Changes were made regarding obtaining access to the library key under section II. E.; alcoholic beverages are not permitted anywhere on library property under section III. J.; the smoking policy must match the conduct policy under section III. K.; and section III. O. regarding private parties was removed because it was covered under other sections.
 - ii. Sabrina motioned to accept the Public Use of the Library policy with these changes, Jessica seconded, all board members were in favor.
 - d. Checklist for Using the Johnson Public Library – prepared by Jeanne and Jasmine.
 - i. Changes were made to the verbiage "Art Room" to state "Activities Room" to be consistent with other policies; grammar fix on the neighbor's property, and "Turn off fans and A/C if used" were added under the closing directions.
 - ii. Jessica motioned to approve the Checklist for Using the Johnson Public Library with these changes, Stacey seconded, all board members were in favor.
 - e. Application for Use Form – prepared by Jeanne and Jasmine
 - i. Changes were made to include a list requiring initials for each item to understand that the person applying for use of the library was aware of the guidelines on the "Checklist", they had read the "Policy Statement for Public Use of the Library," and would be present at the event to ensure appropriate use of the space and closing down the library after the event.
 - ii. Stacey motioned to approve the Application Use form with these changes, Jessica seconded, all board members were in favor.
 - f. Library Addendum to the Town of Johnson's Personnel Policies and Rules – prepared by Sabrina and Jeanne
 - i. No changes were proposed.
 - ii. Kelly motioned to approve the addendum, Jessica seconded, all board members were in favor.
 - g. All prepared policies were approved. Next Jeanne and Jasmine will prepare the Privacy and Confidentiality Policy and the Public Access to Computer Use Policy. Additionally, Sabrina and Jeanne will work toward the JPL Materials Selection and the Intellectual Freedom Policies. Jasmine and Jessica will start to formulate an Emergency Management Plan.

After the review of the policies, Jessica asked if the board wanted to stay a few more minutes if they had questions or wanted to go through the remainder of the agenda so that another March meeting wasn't necessary. All board members were in favor of staying.

5. Building Maintenance

- a. Kelly asked the status with flooding. Jasmine noted that it was in the same status from the February meeting and that the materials were currently with Duncan waiting to be reviewed.
- b. Jeanne indicated that she had spoke with Copley and Copley gave the library permission to use up to \$6,000 of the \$10,000 grant for ramp improvements.
- c. Jasmine read the draft Front Porch Forum advertisement for request for bids on the ramp repairs. The bids will be due to the library board by April 7th so that the board can review the bids at the April 8th meeting.

6. Librarian's Report

- a. Jeanne stated that they had already discussed the Copley grant and the call for bids before her report, so she only had two items left on her report.
- b. Sign – Jeanne ran into Ray from Great Big Graphics and talked to him about a library logo. He had indicated that unless using the logo on the sign, it may not be recommended o develop one. It was an informal discussion and Ray indicated he would swing by the library and look at the sign to get a better idea of possibilities.
- c. Rise Vermont Grant Deadlines – The first upcoming deadline is in April and Jeanne is trying to put together a proposal for themed backpacks for check out regarding wellness and outdoors. She has also contemplated ice-skates for borrowing such as the snowshoes but might be more appropriate later in the year. Jeanne will continue to work through this and give the board an update next month.
- d. Jessica motioned to accept the librarian's report, Sabrina seconded, all board members were in favor.

7. Treasurer's Report

- a. Stacey asked about storing Library Board financial files at the town offices but was told there wasn't any room. The board brainstormed ideas for storage and discussed records retention. Stacey noted there were not many and could likely all fit in one storage file box. Jeanne offered that there was room in the closet at the library for the records if there were not many. Stacey and Jeanne will work through the storage of the files.
- b. Jessica motioned to accept the Treasurer's Report, Jasmine seconded, all board members were in favor.

8. Jasmine reminded everyone that on Sunday they will be joining for the Collaborative Snowshoe Hike. Meet at NVU at 9am.

9. Adjourn 7:34.

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