

## Johnson Public Library Board – Final Meeting Minutes

Wednesday, January 13<sup>th</sup>, 2021

Meeting via zoom

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

1. Call to order: 6:04 pm
2. Review and Approval of December 9<sup>th</sup>, 2020 meeting minutes: Minutes were approved with no changes. Kelly motioned to accept minutes as written, Jasmine seconded, all board members in favor.
3. Librarian's Report – Jeanne
  - a. Jeanne received a notification that 3 years ago today there was the big ice dam in the river. How interesting that the weather is so different this year.
  - b. Jeanne thanked the library board for the holiday bonuses.
  - c. The library had just received 2 grants in the mail:
    - i. \$6,000 from Copley.
    - ii. \$750 from Concept 2, which was unsolicited and just sent out. With all going on, Jeanne and Kristen had not had time to apply, so how nice they just offered it again.
  - d. Jeanne checked the status of opening of libraries throughout Vermont on the Vermont Libraries website. Currently 63% of libraries are still staff only, 23% are open with limited visits. Based on this information and the continued status of the state, Jeanne believes that the library should stay as is because it doesn't feel comfortable to open yet.
  - e. Jeanne completed the town report for the library. She was happy to see that despite the closures the data showed that the circulation numbers are down only by about 1,000 books.
  - f. Jeanne asked if the library board had heard anything about the town officially adopting a social media policy. None of the board members had heard that news. Jeanne was asking if it should be reviewed and the library needs to adopt as well? Jessica will ask the town and see what it entails.
  - g. Facebook account was having some difficulties. Jeanne spoke with Sabrina about it and Sabrina was able to reload the account so that Jeanne and Kristen can access to account and post to Facebook for the library again.
  - h. Website – Jeanne received notification from VOKAL (Vermont Organization of Koha Automated Libraries) that they are offering an enhanced database for libraries to upgrade from KOHA to a new one called ASPEN. It would utilize the same catalog but have additional features and can include a website for each library for an additional \$250.00 per year. It will allow patrons to not have to navigate between two sites (Koha and the JPL website) and ultimately be about the same cost. Jeanne had Sabrina look over the information and Sabrina had agreed that it looked promising and could save a lot of work for the board and librarians and be more user friendly for patrons. There will be about a six month roll out process. All agreed this sounds reasonable and well worth the time and money.

- i. Zoom meeting with Lehoullier's was very well attended and enjoyable. It was recorded and Dorigen is working to get it on the Green Mountain Access TV for others to view.
  - j. Jessica asked about how the grant money would be used that Jeanne mentioned?
    - i. Jeanne noted that the Concept 2 money is generally reserved for Children's programs or health programs.
    - ii. The Copley money is generally slated for senior services. Some of last year's money has been approved for the ramp repair, but usually the money is used for books, audios, writing programs, etc. It has been used for other things such as yoga classes as well. This year Jeanne worked with Lisa Crews and they purchased 24 large print books, Lisa wrapped them, and they were donated and mailed to seniors.
  - k. Sabrina motioned to accept the Librarian's report, Stacey seconded, all board members in favor.
4. Treasurer's Report - Stacey
- a. Stacey has not heard back on the budget from the town. Jeanne believed that the Selectboard was visiting the budget tonight.
  - b. Stacey deposited \$350 in donations into the checking account.
  - c. Stacey reminded the board about the money in the checking account and Jeanne indicated that a significant portion was grant money that is allocated for specific purposes (Copley, Concept 2, Turrell). Stacey agreed, however, there is still some excess from gifts, sale of furniture and such in case projects arise.
  - d. Jessica motioned to accept the Treasurer's report, Kelly seconded, all board members in favor.
5. Building update - Jasmine
- a. Brian Raulinitis and a crew finished the flood channel in the basement from the door to the sump pump.
  - b. Sign: Ray at Great Big Graphics sent a proposal and sign demo. Ray indicated that the vinyl material used to make the sign would look similar to the wood, last longer, and be about the same cost. Jessica shared the proposal on the screen for the board to discuss.
    - i. Jeanne thought the proposed sign was very nice, but looked a little small and wondered if it could be enlarged? Board members agreed.
    - ii. Kelly wanted to know if the hours were necessary below the sign? Meeting minutes were reviewed and Stacey noted that we had requested hours, just on a smaller sign below in case they changed. Jeanne wanted it to be more welcoming and not list any "Closed" days – only the 'open' hours.
    - iii. Jessica wondered about the location of the sign considering the other parking notification sign? Sabrina suggested they could move the new sign closer to the L in the ramp or across the ramp and make taller so it could be more easily seen from the road. Stacey suggested it could be in the corner at an angle closer to the building. Jeanne thought a location would need to be better determined when physically at the library and could visualize. Kelly also reminded us to be aware of the gardens and location of the sign.
    - iv. Jeanne wondered about the date and thought the date listed was the building date, but the "library" historical date is older. Jessica checked the history Stacey had provided on the MOU and moved it back to 1895. Jasmine will have the correct added.

- v. Sabrina wondered back to the “size” and asked if by enlarging the sign it would affect the proportion to the post and thought we might need the sign between two posts if the sign is bigger? The board agreed.
  - vi. Jasmine will take all of these questions back to Ray and return in February with new information. Jessica thought this was great because we would not be able to do much with the frozen ground now anyway.
- c. Floodproofing
- i. Jessica thought the library needs to update the Selectboard on the status of the floodproofing where they had agreed to assist with the financials for the flood door. Additionally, we won’t know if the solution of the channel is effective until a flood occurs, and the new system is tested. Jeanne agreed, but wanted the Selectboard to be informed in case more action ended up being required. Jasmine will send an email to Brian and Eric.
  - ii. Jessica asked about the other components of the flood plan – the inflatable bags. Jeanne agreed they needed to be purchased in conjunction with the floor seal (like under a garage). The estimated cost is less than \$200.
- d. Stacey motioned to accept the building updates, Jessica seconded, all board members in favor.

## 6. MOU

- a. Jessica shared the MOU on the screen to show the updates to the board. The key change was including the village in addition to the town. She did add additional clarification under cleaning to include flood cleanup, and external and internal care details.
- i. Jasmine asked about clarification for when the library should implement emergency procedures. Jessica indicated that was not clear yet and would be identified as part of the review process.
  - ii. Jeanne asked to include that during an emergency, the library would need assistance from the village and town, not just notification that there was flooding.
  - iii. Jessica made the changes and asked if it was ready to send to town and village for review? All agreed it should go and could be reviewed again when it came back.

## 7. Plan to complete Policies.

- a. Jessica stated that the policies had not been addressed for some time and listed the outstanding policies. She asked if we were ready to proceed?
- b. Sabrina asked Jeanne if she had time to prepare and review them? Jeanne stated that it was difficult because she was preparing the annual report for the Vermont Department of Libraries in addition to all the new Covid procedures. However, she indicated the methodology she would use to start the policies would include her research of other libraries and compare their policies to our current documents.
- c. Jasmine and Sabrina agreed they could start the process and help out ahead of time and begin the preparation of the documents. Jessica suggested they are ready to be discussed in March.
- d. Sabrina will send drafts to Jasmine and Jeanne and load documents into Trello.

8. Programming

- a. Jasmine was impressed with the attendance at the Lehoullier's presentation and encouraged that we could do more of these types of events.
- b. Jeanne reminded the board that there are two more already advertised virtual programs coming up. Additionally, Jeanne informed the board that she now has two additional programs set up that are not yet advertised from a naturalist and another on birding.
- c. Jessica said that she would be happy to lead a virtual lesson on book binding if the library purchased the materials for participants. Then participants could have their own handmade book to take notes in or journal during these other events.
- d. Jessica asked if there are any needs right now for kids' programming? Jeanne stated that she can check with Kristen but their feedback so far has been to limit screen time for young people. However, they have been sending lots of books and crafts out, are in the process of creating a new elementary book club, and just created themed bags with 10-12 books, story time, and a craft that can be checked out.

9. Adjourn – 7:20 pm. Sabrina motioned, Kelly seconded, all board members in favor.

**Next Regularly Scheduled meeting February 12<sup>th</sup>, 2021 6:00 PM.**