

Johnson Public Library Board – Final Meeting Minutes

Wednesday, July 14th, 2021

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

1. Call to order: 6:01 pm
2. Review and Approval of Minutes:
 - a. May 12th, 2021 Meeting Minutes approved with no changes. Stacey motioned to approve, Jen seconded, all board members in favor.
3. Librarian's Report
 - a. The library is open. Patrons are excited and have kept the library busy. As a result, Jeanne has not been able to put together numbers, but most of the patrons pre-Covid seem to have returned that the librarians regularly saw.
 - b. Summer Reading program is going well. There are more than 75 kids signed up and a lot of kids' books are going out. The kickoff that was in collaboration with the Johnson Recreation department was highly effective and well attended. There were more than 50 kids and 25 adults present. The library is hoping to partner with the Rec Committee again because it is a good partnership.
 - c. The tent is up behind the library and has been helpful with wet days.
 - d. The picnic tables are on site and have been used regularly.
 - e. The new railing for the new extension of the ramp and stairs is onsite and will be installed soon.
 - f. The neighbors had installed "no trespassing" signs along the shared border of the library. Patrons have been asking the library if there was an issue. Jessica and Jeanne spoke with Nate and Crystal next door and gained an understanding that the library was not at fault, but other neighbors and the library was literally "caught in the middle." The problematic situation has been resolved; however, the "no trespassing" signs are still in place. Jeanne wanted to know what the next steps would be because many patrons continue to question the signs and it looks bad for the library.
 - i. Jeanne suggested adding a split rail fence to create identifiable borders for the library boundaries. This would help patrons and community members recognize public space versus private space. Jessica agreed that she thought the fence would help with boundaries and safety. Jessica suggested that the fence should also be placed along the road to slow young children running into the road now that the library has opened the yard with the new stairs and the picnic table.
 - ii. Jen asked why a split rail fence and the board agreed that a split rail fence would provide boundaries, be more cost effective, and still make the space feel open and not confined.
 - iii. Jeanne had obtained quotes from FE Hart, RK miles, and Agway on the cost of materials. They ran around \$429.00 for just the main boundary between the properties and did not include labor or the addition of fence along the road. Jeanne thought she would contact Edson Jones and see if he would be interested in building the fence if she had board approval. The board agreed that Jeanne could move forward with pursuing a fence. Jeanne will also locate

the survey information, talk to the neighbors about the fence, and work to get the project going.

- g. Jasmine did receive the Concept 2 grant for \$750 for the library. The money was allocated for a bike rack and outside space so could help pay for the fence as well. Jasmine proposed that the bike rack be installed close to the building. She has not been able to convince Harlan to commit to an artistic bike rack so believes that perhaps the library would be best suited to order an in-stock lightweight rack that can be moved in and out of the library basement seasonally. This would help its longevity against weatherization as well. The board agreed.
- h. Grant money is coming in and Jeanne explained that her and Kristen need additional shelving for books because they have weeded about all they can. She showed the board where they would fit along the back walls. The librarians will also move out the 2 large tables with computers and put in two computer carrels with stationary computers. In addition to the grant money, the library has some money in the bank from the sale of furniture and the card catalogs. More to discuss on grants when the board moves on to the ARPA portion of the meeting.
- i. Jessica asked about the Racial Justice Committee reaching out to Jeanne regarding a story time for young people. Jasmine had asked that Sophie from the Committee contact Jessica, but Jessica noted that programs were really in Jeanne's realm and pushed over to Jeanne. Jeanne stated that was fine, but some details of the Programming Policy had never been finalized and Jeanne wanted to better understand what "qualified" an individual to give programs as described in the draft policy. The board discussed that it meant that the program presenter should have a documented resume or CV demonstrating training and/or experience, a completed and approved background check to work with children, training documentation on the topic, and references. The board did not feel that life "experience" was sufficient to give programs, particularly on sensitive issues to children. Jessica asked with that in mind if the board could approve the policy. The board began discussion to motion to approve the policy with these additions. However, Sabrina quickly read back through March meeting minutes and the draft policy and proposed that the policy had never been fully reviewed because at the time of review there were discrepancies between the programming policy and two other approved library documents. She suggested that we approve Jeanne to move forward with programming utilizing the understanding of "qualified" as discussed at this meeting, but that the board not approve any documentation until changes were made to all three documents and thoroughly reviewed. The board agreed. Jessica will put the programming policy, Checklist for library use, and the library use policy on the agenda for next month. Jeanne will move forward with programming and let the library board know if she runs into any issues. Stacey also explained that the library needed to be sensitive to the cost of programming because the costs could vary widely, and the library generally did not pay for programming as expensive as \$150. Jeanne explained that certain programs had outside funding and the programs would need to be addressed financially on a case-by-case basis.
- j. Jessica motioned to approve the librarian's report, Jen seconded, all board members in favor.

4. Treasurer's Report – Stacey

- a. The old fiscal year is wrapped up and the new one has started.
- b. The library was short on the projected investment by approximately \$4000, however, the library did not spend as much as projected either, so the budget balanced out.
- c. The library wrote a check for \$8191.83 to the town to pay out the annual grant money for the 2020-2021 fiscal year.
- d. Stacey does not have any new information on the current budget.
- e. Jessica asked where the ramp ended up in the budget process. Jeanne explained that \$10,000 came out of the capital budget and \$1,500 from grant money from the 2020-2021 budget. The library has not received a final bill but there is approximately \$10,000 left to be billed. Up to \$8,000 will come out of grant money and up to \$3,000 out of this year. When the final bill comes will look and see if should come out of capital or the grant money coming in.
- f. Jessica asked if the library needed to talk to Rosemary about carrying money forward from the town. Stacey stated that it was not necessary because all money was in the account and all balanced.
- g. Jessica motioned to approve the Treasurer's Report, Sabrina seconded, all board members in favor.

5. ARPA Grant

- a. The Johnson Public Library is eligible for \$5893.16 in grant money from the ARPA Grant. It is based on community factors such as population. Jessica read the list of parameters and ideas suggested for the grant. She asked if any board members had ideas that fit into those categories.
- b. Sabrina stated that she had some ideas that included real lights for the treehouse to increase accessibility in terms of activities such as the ability to read with better lighting in there. Additionally, she suggested reaching out to "older" kids for programming such as middle school kids including ideas such as technology for green screen space, stop motion abilities, a whiteboard table for maker space. Sabrina also mentioned that if the library was moving toward outdoor space and mobile electronic devices instead of the stationary computers, the library might look into Charger Blocks to be checked out at the library. The board discussed the costs associated with all those items as well as training and technology requirements.
- c. Jessica noted that there was robotics supported in the grant such as Sphero and Sabrina asked what type of expectations there would be for the librarians to be trained in robotics as well as keep them upgraded? Sabrina thought that the board should be cognizant of the commitments we make for the librarians with their limited hours when they are already overwhelmed with their current responsibilities. Jen felt that some training could be accomplished and searched online training options. Stacey and Sabrina noted that a lot of the robotics suggested were being done at Johnson Elementary School as well. Jeanne recalled that at town meeting the students were doing robotics with the enrichment teacher and did not know if the library should be trying to duplicate the programs being run at the local schools. The overall discussion leaned away from robotics, but the board came up with other maker space and STEM ideas for programming that would be manageable. These included snap circuit technology, exploring an advanced Lego group, green screen space, stop motion, and additional iPads and laptops. Jessica noted we could expand a maker space and investigate other options such as a 3D printer, sticker printer, or a glow forge (which is however

expensive). Jeanne explained that while these ideas sound great, when tween and teen programs are run, it would be helpful for extra volunteers to manage these programs. The board agreed that would need to be addressed, but for now Jeanne had ideas to run numbers for the grant.

- d. Jeanne will evaluate with Kristen the total cost for Carrels, a whiteboard table, mobile chargers, the additional devices, green screen space, stop motion activity supplies, and new programming tools such as snap circuits and get back to the board.

6. Facilities Update – Jasmine

- a. Jasmine has been working on the front flower beds and emailed Hugh Albright regarding mulch as well as the gravel on sides of the building where the old walkways have disintegrated. She has not heard back. She is waiting to hear back and will let the board know next steps.
- b. If the Concept 2 money is not used elsewhere such as fencing, could potentially be used to purchase gravel.
- c. Weeding – Jasmine is doing a lot of weeding waiting for mulch and could use some help. Sabrina asked Jasmine to reach out when she was ready, and Sabrina would help. She also proposed that newspaper be put under the mulch to cut down on weeding.
- d. Jen motioned to accept the facilities report, Sabrina seconded, all board members in favor.

7. Policy list

- a. Jessica will revise the Programming policy and make congruent with the application for use of the library and the checklist for library use for the next meeting. Jen will help with these.
- b. The MOU is pending the town finalizing their purchasing policy.
- c. Jessica asked Sabrina to read through the list of outstanding policies. Sabrina pulled up the tracking spreadsheet and read off the list of policies and responsible board members. She noted that many of the documents were in draft and waiting for the Mission and Vision document so that all policies could align. Jen asked if the mission and vision document could become a working document. Jessica noted that the document could be drafted and could be commented on, but the board had to be conscience of open meeting rules. Sabrina stated that she would put together a draft Google Document of the Mission and Vision from previous meeting minutes and ensure access on Trello.
- d. At the next meeting, the board will focus specifically on the Programming Documents and the Mission and Vision document so that the board can move forward with the other policies in draft. Sabrina will also update Trello with all documents so the board can see and comment.
- e. TRELLO:
 - i. Sabrina and Jessica will update Trello to have new cards to better understand working documents versus approved and active documents versus archived documents.
 - ii. Sabrina will add all agendas, meeting minutes, and policies that are missing.
 - iii. Sabrina asked about the checklist of to do items on Trello and if they had been completed. This led into an additional agenda item about librarian hours. See number 8 below.

8. Librarian Hours

- a. Jessica was going to ask the town about CTO compared to sick leave from the Trello checklist. This issue had been asked and it was identified that the CTO was for combined time off and was only allowed up to a certain amount before it was taken away/paid out.
- b. Jeanne explained that she had so much CTO because with the number of hours she works per week there isn't really time to take vacation with the hours she works and she earns quite a bit of CTO after so many years of service in the position. Additionally, days that she took off required the library to have a substitute and the board approves a limited number of dollars for substitute librarians.
- c. Additionally, Kristen works 24 hours per week with paid CTO and holiday, but not insurance benefits.
- d. Sabrina asked based on the number of tasks and work now being required of the two positions, if it was enough hours? Jeanne explained that the position was definitely quite different from when she was hired and the types of tasks the librarians are doing has increased in number and variety. Jessica asked if there are some things slipping through the cracks and Jeanne answered that there is potential and that she could make a list of needs. Jen asked about a time study regarding the amount of time the librarians spend on each topic. Jeanne stated they had done them in the past but had not done one recently and could consider that as well.
- e. Jessica thought it might be worth identifying needs and seeing if volunteers in the community were available to help with finishing some tasks and see where the library had gaps. If the gaps were unable to be filled with changes or volunteers, the board may need to evaluate the hours of the librarians, increase hours, hire another librarian or some other solution.
- f. The topic was left that Jeanne would talk to Kristen and the start putting together a needs list and evaluating time spent on tasks.

9. Adjourn 8:27 pm

- a. Jen motioned to adjourn, Jessica seconded, all board members in favor.

Next regularly scheduled meeting: August 11th, 6pm.