

## Johnson Public Library Board – Draft Meeting Minutes

Wednesday, September 8<sup>th</sup>, 2021

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

1. Call to order: 5:59 pm
  - a. Jessica stated that there was a lot to cover on the agenda. Additionally, she asked if Jasmine could be moved higher on the agenda for facilities since her children were present in case the meeting ran late and they needed to leave. All board members were in favor.
2. Review and Approval of Minutes:
  - a. July 14<sup>th</sup>, 2021, Meeting Minutes were reviewed. Jeanne found one correction that needed to be made under 8c stating that Kristen did not receive benefits, however, she is paid CTO and Holiday, but not any health benefits. She thought this might be something to consider and make room in the budget for in the future. Sabrina will make the change in the minutes. Jasmine motioned to approve with this change, Stacey seconded, all board members in favor.
3. Facilities – Jasmine Yuris
  - a. Jeanne and Jasmine had met with Hugh and discovered that both the parking lot and the side asphalt along the building are on a town bid to be repaired. If it doesn't happen this fall, then it will happen in the spring and both projects will be completed at the same time. Hugh is no longer working for the town, but Jasmine again talked to the interim foreman Jason and the town is on top of it. Additionally, she attended the Selectboard meeting, and they also affirmed that the project was on the docket.
  - b. On September 17<sup>th</sup>, Jasmine and Jennica are having a garden party to work on the gardens and add sedum and other plants.
  - c. Fence – Jeanne and Jasmine.
    - i. Jeanne had received a quote from Edson Jones with the supplies being \$516.60 and his labor \$400.00 for a total of \$916.60 to complete the project. However, since then, the neighbors have added a fenced in area to their backyard and Jeanne wondered if the fence should still run the length of the side? The board members looked out the window and saw the difficulty and noted that the library fence could now be shortened and if something changed, could be added to in the future.
    - ii. Sabrina asked if the sides of the building were being repaved, if this project should wait until the pavers are done so that the fence doesn't inhibit that project? Jeanne agreed that the fence now needed to wait until the new pavement is installed.
    - iii. Jasmine asked if the project was still a go if there was already a delineation between properties and if some of the concerns were alleviated? Jeanne noted that the neighbors have been consulted and it still seems like a good idea to have a fence in place for both parties long term.
    - iv. Jen asked if the topic could be postponed and motioned to hold off until spring? Jessica said yes, but we do need to visit about the front against the street for

safety precautions of children since we have created space out there for public gathering. Jeanne stated that there have been more groups, and particularly families with children having picnics there. Jasmine stated since there isn't a timeline on the pavers or the fence and we are pushing up against the weather we could do another option than a fence. Jessica agreed and suggested something like a sign for parents to be cautious. Jasmine commented that whatever option we put there should be semi-permanent structure to prevent it from being easily removed or played with by children, for example no ribbons or such to draw their attention. Jeanne noted the picnic table could also be moved temporarily farther back on the property. Jessica will make a sign at the street for parents. Jen moved to postpone the rest of the discussion on fencing until spring, Jessica seconded, all board members in favor.

- d. Jessica and Jeanne asked about small projects around the building, particularly outside such as cobwebs and unsightly trash and weeds in the bushes that needed to be addressed. In the past, Peg had done these as part of her work. Jessica stated we could investigate volunteers. Jeanne noted that the Lateris have been doing small projects for the library inside when they have time in their cleaning schedule and could ask Al if they would be willing to do these little projects as well. Currently they charge \$40 per week and have been able to alternate cleaning with these projects and keep it in that timeframe and budget. She didn't know if there would be extra charge but would talk to Al Lateri. All board members agreed this sounded like a potential solution.
- e. Jessica motioned to accept the facilities report, Jen seconded, all board members in favor.

#### 4. Librarian's Report

- a. Jeanne hasn't pulled all the official numbers from 2 years ago, but she thinks that the library is close to pre-Covid visits and patron numbers. They are receiving about 1000 visits per month now.
- b. Summer reading program has wrapped up. At the end they had 2 big programs with the CLiF – (Children's Literacy Foundation) program and the No Strings Marionette. Both were very well attended.
- c. Kristen is hosting story time at Legion Field and they usually have between 8-11 children attending.
- d. Fall programming is being planned for outside.
  - i. Currently the librarians do not know how many students will be riding the bus after school and want them to participate outside to accommodate as many as possible.
  - ii. The library will follow Covid protocols
- e. Dragon Hunt – there is a statewide activity where towns host a scavenger hunt. It is a weeklong activity, the first clue is at the library, and other hints are around town. Each child that enters will win a small prize and the grand prize is the golden egg and a dragon. Jeanne thinks there will be approximately 5 hints around town.
- f. Living Will and End of Life planning – JPL is collaborating with the Lanpher library on this programming. It will be held next Wednesday. JPL is purchasing the food and Amy from Lanpher library is paying for the speaker.
- g. Covid and opening – Jessica asked Jeanne how the librarians were feeling with the current Covid situation. Jeanne said it is great now but concerned about when the windows need to be closed. Jen asked about air purifiers at the library. Jeanne

explained that they had one currently and asked for 2 more in the ARPA grant. However, after research and reading she isn't sure they are effective but seem to be better if they have the HEPA filters. Regarding the grant, the State Librarian has left the position and is now working at Library of Congress, and he was the reviews of the ARPA grant applications. There are some vacancies at the VT Department of libraries creating some chaos and slow progress. Jeanne estimated it could be October before any money comes in from the ARPA grant. Jessica asked if the process was detailed, and the librarians were really looking through the grants item by item? Jeanne said yes, but she doesn't know to what extent. She knew that requested items had to meet certain parameters and they were looking through those. Regardless, the grant didn't allow libraries to pre-buy anything from the grant until the money is approved. Jessica asked if the library should utilize our own funds to purchase an air purifier or two? Jeanne said wait for now, but she did see that the type they have is out of stock on Amazon. Jen noted that it seems that things could come in right away in theory, but everyone agreed that things are taking longer, and a lot of people may be planning for indoors. Jeanne will order at least one purifier now to be safer.

- h. Jessica asked what the plan is for the outdoor tent? Jeanne indicated it is still being used some, but once plowing occurred would need to be taken down. Kristen and Jeanne are talking about activities outside, so want to leave it up for now. Jeanne will likely take down in early November. The board requested that Jeanne let them know so they could get help taking it down and storing it.
- i. Sabrina motioned to accept the Librarian's report, Stacey seconded, all board members in favor.

#### 5. Budget – Stacey

- a. The library received the final bill for the remainder of the ramp, and it totaled around \$8400. Rosemary allowed the grant money that was turned over to the town to be put toward the ramp. This helped balance out the 2020/2021 budget, and now Stacey can close out the expenses for the fiscal year.
- b. August statements came in for the investments. Jessica asked how they looked, and Stacey stated that they looked good and similar to other years. The Farrington is doing the best.
- c. Jessica asked Stacey to explain and give a summary of the investments to Jen. Stacey explained:
  - i. The library has 3 accounts invested. The first is the Roger and Georgia Jones Endowment; the second is the JPL investment which includes random funds and donations from years past; the third is the Clara Farrington Endowment.
  - ii. All dividends from these are turned over to the town quarterly and added as income to the library.
  - iii. Each year the board must estimate how the investments will perform and add to the budget which is usually due annually by the end of October.
- d. Jen motioned to accept the budget report, Jasmine seconded, all board members in favor.

#### 6. Systems Check-In

- a. Jessica explained that Jen had asked about making sure the document storage and review process was streamlined to make sure all board members had access. This came up because of the July meeting where it was mentioned that one board member didn't

- have a Google account which may inhibit access to Google applications. Currently the board utilizes Google Documents for preparation and storage on Trello.
- b. Sabrina noted that there are other options out there, but unless the library is electronically signing (which is not required) or needs full version control such as a document management system, then the current systems work well if all members can access the documents. All members noted they are currently able to access everything regardless of whether they had a Google account or not, and Jeanne explained it is not creating extra work for her.
  - c. Sabrina stated the only problem she currently sees with the system is ensuring succession if board members leave and accessibility to the public to the policies. Jen asked if they could be added to the website. Sabrina stated that the current website could accommodate them and was easy enough, but the new Aspen website was still so new, and Jeanne and Sabrina hadn't figured it all out yet. Ultimately the policies could be made public, however. Additionally, Sabrina noted that approved and reviewed documents are not necessarily sent to the town after meetings, and we may have to do that.
  - d. It was agreed that the board could continue to use Google Documents and Trello and that Sabrina will add approved policies to the website for now.

## 7. Policies

- a. Mission and Vision
  - i. Jessica and Sabrina had finalized a draft. Jessica had distributed it to all board members. The board reviewed the document and changed the wording on the mission to limit it to one sentence.
  - ii. Stacey motioned to accept the mission and vision with the changes suggested. Jasmine seconded, all board members in favor.
- b. Intellectual Freedom and Materials Selection Policy
  - i. Jessica and Sabrina had updated the language to match the Mission and Vision and addressed the question Jen had asked during a previous review of the document regarding the selection of materials.
  - ii. All agreed that a needs survey would need to happen after policies are approved. Jessica suggested post town meeting.
  - iii. Jessica motioned to approve the Intellectual Freedom and Materials Selection Policy, Jen seconded, all board members in favor.
- c. Timeline for new policies to be introduced:
  - i. Programming policy: Jen has made some changes to these documents and will update them online. If she has questions she will talk to Jessica. This draft is due in October.
  - ii. Emergency Policy for Flooding: Jasmine will work on this and bring a draft in October.
  - iii. Privacy and Confidentiality: this was assigned to Jasmine, but Sabrina will take over and this draft will be due for review in October.
  - iv. Future policies:
    - 1. Sabrina recommended based on review of the VT Department of Libraries and other libraries that JPL have a computer use policy. The board agreed and this has been added to the list to compile.

2. Jessica recommended Child Safety: The library should have a child safety policy addressing background checks, after school drop offs, etc. The board agreed and this has been added to the list to compile.
  3. Sabrina noted that on the list there was a brief policy titled “Hours, Inclement Weather, and Emergency Closures”. This is a simple policy in case of the rare instance the library must close during regular hours. Jeanne will draft this for October.
- d. Jessica asked if there were any additional thoughts on new policies?
    - i. Needs survey: Jessica thought we might gather more information from the needs survey, and it also might help to develop programming. Sabrina suggested it could be part of town meeting at the library table and be part of the library annual report for happenings. The board thought that it would be a good place to initiate the survey. Jessica will look for the older survey to see if it can just be updated.
    - ii. Professional Development: Jen noted that if something came up, she would highly encourage the librarians to use the professional development funds because she was in support of all education. Jeanne was asked if they did professional development. Jeanne noted that yes, both her and Kristen did professional development.
8. Adjourn: 7:27 pm. Stacey motioned to adjourn, Jen seconded, all board members in favor.

After the meeting adjourned, Jeanne addressed that for October, she could make a list of the continuing education programs her and Kristen did for the board’s understanding. Jessica noted that many of these have been free and online and that in the past the budget was present for meals and lodging.