

## Johnson Public Library Board – Draft Meeting Minutes

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

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

1. Call to order: 6:03 pm
2. Review and Approval of Minutes:
  - a. September 8<sup>th</sup>, 2021, draft minutes were reviewed. Jeanne noted that there was a spelling error, and the name Al Lettieri should be corrected from “Lateri” under section 3d. Stacey motioned to approve the minutes with this change, Jen seconded, all board members in favor.
3. Librarian’s Report - Jeanne
  - a. Jeanne contacted Edson Jones to let him know that there would be a delay in the installation of the fence due to paving.
  - b. Jeanne attended an air quality workshop on building ventilation at UVM. It was noted that with the high ceilings and the system at the library, that the air filters would be effective for Covid. She is still waiting to hear on the ARPA grant, however, to determine if two new air purifiers can be purchased.
  - c. Jeanne spoke to Al Lettieri and they are willing to work on the small projects around the library in addition to cleaning. They will rotate jobs as needed. One current project Jeanne identified was the need for the front and back doors to be repainted. She asked the board what color they thought the doors should be painted and the board agreed that they should stay the current off-white color.
  - d. Jeanne needs to contact an electrician about the exterior electricity, but before she did that, she wanted the board to brainstorm on ideas to install lights in the treehouse. Sabrina volunteered to work on this project with Jeanne.
  - e. Kristen and Jeanne have been looking into alternative sites for after school programming as the weather cools. They spoke with Judy Beard at the United Church in Johnson and the library is welcome to use the large gathering room there. Jeanne investigated insurance and the town insurance will cover incidents off-site of the library. They were thinking of starting in November but will wait to see what the Covid numbers do. Additionally, they are waiting to hear about the bussing because it would require a slightly different route for the bus to pull into the United Parking lot. Jasmine asked if there was a golden number of Covid numbers or not to determine if the programs would take place or not. Jeanne didn’t have that because her primary concern is that the students that usually attend after school are not eligible for vaccination yet, so they always keep that in mind. Sabrina and Jen suggested pre sign-ups, space between tables, masking, and limited numbers. Jeanne noted that their students coming to the library are very fluid and usually determined the morning of the program. Sabrina also commented that last year there was a Covid spike after Halloween and that may affect November numbers again this year. Based on this discussion, Jeanne stated that the librarians would continue to plan but it would be subject to change based on Covid and bussing. The great thing about the church is the large size, ability for kids to play out back, and walk to the library afterwards to check out materials if desired.

- f. Jessica motioned to accept the Librarian's report, Sabrina seconded, all board members in favor.
4. Treasurer's Report – Stacey
- a. Stacey spoke with Neal at UBS regarding investments. There were stocks that had expired so there was cash in the account that needed to be handled. Stacey requested that Neal just reinvest the funds as she does each time this happens. He also made recommendations that the library sell some of their existing stocks that weren't doing well and reinvest, Stacey agreed. Lastly, he recommended trimming some of the stocks that the library was very heavily invested in and diversifying more. Stacey thought that was good advice and agreed. Jessica asked if we needed him to come visit the board as many of the board members had never met Neal. Stacey noted that whenever the board wanted to do that, she could contact him. Jessica thought on a less packed agenda meeting, and Stacey suggested the next time there was cash to be re-invested he could visit since that is when they usually talk.
  - b. Budget preparation
    - i. Stacey had prepared the budget for the next fiscal year. She went over the income which will be very similar to last year.
    - ii. Before going into expenditures for the budget, Stacey indicated that Jeanne had a proposal about a new position. Jeanne asked the board what they thought about creating a new position for approximately 5-10 hours per week to be responsible for the website, social media, and learn the new Aspen system better. Kristen, Jeanne, and Sabrina manage to pull it off, but it is a heavy load that takes extra hours and Aspen has not been addressed much at all because of the difficulties. These responsibilities usually fall to the bottom of the to do list for the librarians and Sabrina, but are very important tasks. Jen asked what was meant by the system differences? Sabrina explained how the GUI was very easy for the current website which uses WIX, but that the Aspen requirements were much more difficult. They are improving, but the attention this system needs are much greater than just volunteer hours. The board discussed which systems they wanted to focus on before they identified the hours and proposed salary for this potential position. It was determined that the initial focus of the individual would be to update the website regularly as is, update social media regularly as is, help with calendar formation and public communication, and then if time allotted work toward knowledge of Aspen. It was proposed that this individual start 5 hours per week or 20 hours per month and at \$17/hour. Sabrina motioned for the board to approve the proposal to the town of this position, Jen seconded, all board members in favor. Jeanne will create a new position description for the November meeting.
    - iii. The board discussed upping the Youth Services Librarian's hours from 23.75 hours per week to 25 hours per week making them eligible for insurance and retirement benefits. Jessica motioned to bump up the hours to 25 hours per week with benefits, Jasmine seconded, all board members in favor.
    - iv. Stacey continued going through expenditures noting most expenses were the same as last year or only slightly different based on current rates. However, she asked if the building maintenance and building capital should be kept as is wondering which projects the board would work on for the upcoming year. The board reviewed the Library Maintenance Plan on Trello and identified the need

for an estimate on window replacement in the basement, additional attic insulation, and evaluation of the roof. Based on these maintenance needs, the board requested that the numbers remain the same.

- v. Stacey will finalize budget and have ready for final review and approval at the November meeting. As part of that, she will contact Brian, Town Administrator, and ask for an estimate for the increased salaries, insurance, and retirement categories with the proposed changes. She will have this all entered for November.

5. Facilities Update

- a. The pavement project will be starting on October 14<sup>th</sup>.
- b. Jessica proposed that the library create a Front Porch Forum notice to let the town know of the improvements that have been made at the library over the past year as a sort of celebration. Jasmine will write up this facility notice, and Jessica will publish.
- c. Sabrina asked Jeanne about the carport/tent in the back? Jeanne will be tearing down at the end of the month since the weather has held and will contact for help.

6. Policy Review – Jessica lead

- a. The Procurement Policy has been approved by the town. Jeanne was added as a purchasing agent per the board's request. With the procurement policy in place, the MOU can now be finished.
- b. Jen updated the Library Programming and use of Meeting Spaces. She went over the changes with the board. Stacey moved to approve the policy with the changes made, Jasmine seconded, all board members were in favor. Sabrina noted that this meant some of the older documents will be archived and no longer applicable policies. She will make an archival folder on Trello, add the new dates to the tracking sheet, and move policies as approved.
- c. Confidentiality policy – Sabrina was working on this and noted that she didn't make any changes from the original version because as she did research, she found that it was written word for word to other Vermont libraries, specifically Shelburne. It is on Trello and the board can read it for November and talk about it. Sabrina didn't want to the board to immediately review and approve, because she thought Jeanne would need time to go through it to see if the librarians do some of the assigned tasks in the policy currently.
- d. Hours and Emergency Closures – Jeanne had drafted the document and distributed paper copies to the board. Jessica noted that it should be included in the Emergency Plan which Jasmine is working through. The board agreed to accept the policy as written. Jessica motioned, Jen seconded, all board members in favor.

7. Neighborhood Watch Sign – the town had implemented a neighborhood watch due to crime happening in Johnson. Signs were ordered and the library was asked if they wanted to post one. The board reviewed the sign and thought the language was a little strong for the mission of the library and responsibilities of the librarians. At this time, the board determined that the sign isn't a good fit for the library. Based on this conversation, Sabrina asked about the remaining graffiti on the wall that hasn't been removed. A quick online search resulted in some well-reviewed products for removing graffiti off brick. Jeanne will purchase one of these and board members will work on removing the graffiti.

8. Town Report – Jessica will be working on the town report. She asked the board to please brainstorm and let her know if there were ideas to include in the report.
9. Needs Assessment – Jessica located the old Needs Assessment and sent to the board to view. The board can address this in upcoming meetings.
10. Adjourn 8:11 pm. Jessica motion, Jen seconded, all board members in favor.

**Next Regularly Scheduled Meeting: Wednesday, November 10<sup>th</sup>, 2021. 6 pm. Johnson Public Library**