## Johnson Public Library Board – Final Meeting Minutes

# Wednesday, November 10<sup>th</sup>, 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. October 13<sup>th</sup>, 2021, draft minutes were reviewed and approved with no changes. Jessica motioned to accept, Jasmine seconded, all board members in favor.

## 3. Librarian's Report - Jeanne

- a. Tech position update. Jeanne did write the job description for the tech position, but after much thought and a conversation with Sabrina, she proposed tabling the position for now. When she proposed the position last meeting, it was with the thought that the library would be going to 100% Aspen being utilized as both catalog and website. However, at the October meeting, the board had agreed to maintain Wix as the website and Aspen as the catalog for the time being to see how the development of Aspen goes. Jeanne expressed these advantages with the current set up:
  - i. Wix allows for a distinct URL, therefore when an individual utilizes a search engine such as Google, and searches for Johnson Public Library, the website pops right up because of the unique URL. Aspen does not have this ability.
  - ii. The interface for Wix is very easy to use and allows for more personalization for the library than Aspen.
  - iii. From a public side, Aspen is beautiful as a user-friendly catalog and the Wix website looks great. They are a good combination, and the Aspen catalog is easily reached from the Wix website.
  - iv. Before Aspen, Wix was a lot of work to create the images of the books on the website. However, now that Aspen has rolled out, they are both much easier to keep up because Aspen does the new books automatically with covers. This means Sabrina and the librarians can keep up with the status quo until Aspen rolls out more.
  - v. Sabrina noted that the library also has much more "control" of Wix because we own the website.
  - vi. Ultimately Jeanne proposed that we leave the position open as a possibility, but not pursue it at town meeting or the next budget.
- b. Tent The tent is ready to take down. Wait for a dry day. Looking at the forecast, the board will aim to take the tent down on Tuesday, November 16<sup>th</sup>, at 1 pm.
- c. Kristen has been cleaning out the basement and came across two old wooden ladders. Jeanne believes they are approximately 6 ft tall each. She asked if the board was opposed to them donating the ladders and the board agreed with the donation.
- d. The library received an anonymous \$500 donation to be used as the library needs.
- e. All programs are on hold due to the high number of Covid cases. They will begin again as determined by numbers.
- f. ARPA grant was approved for \$5893.16 and checks will be sent soon. Jeanne already purchased 2 air purifiers and will wait until the check comes for additional purchases.

g. Sabrina motioned to approve the Librarian's report, Stacey seconded, all board members in favor.

# 4. Treasurer's Report – Stacey

- a. Stacey had finished the financials for the town report and handed out copies for review. She explained what the numbers meant and that all funds were accounted for. There was an increase from investments.
- b. Stacey handed out the draft Budget for FY2023 based on the numbers agreed upon at the last meeting.
  - Jen asked what happens if the heating costs go up since the prices of fuel are increasing significantly. Stacey explained that the town bulk buys and the library shares that agreement.
  - ii. Sabrina asked if there were any concerns regarding the increase of insurance costs when Stacey asked Brian for numbers, and Stacey said there were none.
  - iii. Jessica noted that when the Selectboard reviews the budget, it would be beneficial if library board members were present to answer any questions. She asked Stacey if she could check on a particular meeting the review would take place and time so members could answer questions. Stacey will look into it to nail down the specific date and time.
  - iv. Stacey explained that the salaries would be \$4080 less than listed since the tech position had been tabled.
  - v. Jeanne asked if there had to be specific projects listed for Capital and Building maintenance. Sabrina noted that at the last meeting the remaining items from the maintenance plan included inspection and repair of slate roof, insulation for the attic, and basement windows. Some of these projects will need official bids and some may fall into the FY2022 year, but they will eat up the capital and building maintenance budgets regardless.
  - vi. Jessica proposed that the library get in the cycle of having a building inspection in the spring so that plans can be incorporated into the budget each year and in accordance with the newly approved MOU.
  - vii. Jen proposed to accept the budget minus the \$4080 for the tech position, Jessica seconded, all board members in favor.

### 5. Facilities – Jasmine

- a. Windows for basement Jasmine had gathered a rough estimate for windows and with supplies and installation it would cost approximately \$16,000 or \$1,500 per window. If the library moves forward there may have to be a plan in place for replacement of the windows slowly, and of course, an official bid process would need to take place.
- b. Roof inspection Jeanne had contacted Black Rock, a slate roof company that had worked on the library roof prior, and they explained that they had a new process requiring an annual inspection for \$350. Jeanne thought that was expensive considering the library usually has perhaps 20 tiles replaced every few years. Black Rock suggested they could just charge the \$350 each time that Jeanne wanted the slate fixed. Jeanne called another group, Kneeland, that had done masonry work before, and they suggested calling Vermont Slate. Vermont Slate was the father's company, but Bill Williams, the son has created a new business called Heritage Slate. Bill noted that when he was younger with his father, he had done the copper work on the library roof. He is

coming to give an estimate and evaluate. If work needed to be done, it will likely be done in the spring.

#### 6. Policies

- a. Confidentiality and Privacy
  - i. Sabrina and Jeanne prepared the document, and it was distributed electronically prior to the meeting. Jen had questions regarding access to records for children under the age of 16. The board discussed different scenarios where information might be given to guardians/parents. The board wondered if the wording might be more specific. However, research indicated that the policy follows the state of Vermont Statutes for libraries. As a result, the wording was left the same since it is Vermont state law.
  - ii. Jasmine motioned to approve the policy as written, Jen seconded, all board members in favor.
- b. Jessica noted that two document titles regarding "library cards and materials usage" and "Inclement weather" were more of standard operating procedures and will be noted as such so that the librarians do not have to go through full board approval to change something such as length of time materials are borrowed. Sabrina will note these in the tracking sheet.
- c. Jessica asked which other outstanding policies there were? Sabrina noted the following:
  - i. Computers and Internet Usage Sabrina and Jeanne
  - ii. Child Safety Sabrina and Jeanne
  - iii. Emergency Management Jasmine

# 7. Ramp Safety

- a. Heavy frost is leaving the ramp very slippery, and a patron fell and sprained her ankle. The decking materials have been used before in this area and by the contractor and have not had these difficulties. Brian is calling the manufacturer to see what options are available.
- b. Jessica listed current options for handling the situation including sticky grit strips, salt, and sand. The board agreed the best selection is a mixture of light sanding and salt. Jeanne will continue this unless she hears otherwise.

### 8. Town Report Items

- a. Jessica has not published the Front Porch Forum update on all the improvements at the library but will soon. Additionally, she is writing the library section for the town report:
- b. The board agreed that accolades should be given to Laraway for the painted flower boxes and the picnic tables, Genica from Homefront Gardens for helping with the flower beds, and the Beautification Committee for their flower contributions.
- c. Jessica will prepare and send out for review before sending to town for final report.
- 9. Move into Executive Session at 7:13 pm to discuss holiday bonuses. Jeanne left. Out of Executive session by 7:21 and agreed that bonuses should be the same as last year.
- 10. Adjourn 7:23. Jasmine motioned, Stacey seconded, all board members in favor.

Next regularly scheduled meeting: Wednesday December 8<sup>th</sup>, 6 pm.