

Johnson Public Library Board – Final Meeting Minutes

Wednesday, November 10th, 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 13th, 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 16th, 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.

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 8th, 6 pm.