

Johnson Public Library Board – Final Meeting Minutes

Wednesday, December 8th, 2021

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

1. Call to order: 6:01 pm, meeting began without Jen.
2. Review and Approval of Minutes:
 - a. November 10th, 2021, draft minutes were reviewed and approved with a minor change to the spelling of “Jenica” to “Genica.” Stacey motioned to accept, Jasmine seconded, all board members in favor.
3. Librarian’s Report - Jeanne
 - a. The library has been requesting patrons to wear masks for months, but there have been a few circumstances where it would be helpful to have the Selectboard and library trustee backing on the temporary requirement. The library serves all ages and with the numbers high it seems in the best interest to strive to protect the community. Jeanne reached out to Nat Kinney and the topic was on the Selectboard agenda. After discussions, the Selectboard agreed that it could be a mandate for the library to require masks. It will be a building-by-building mandate and not town wide requirement. Jessica noted this be reevaluated regularly to see how things develop. More on this later in the meeting when Jen can be present to vote.
 - b. Jeanne attended a workshop with Vermont Libraries on Strategic Planning and noted that our library does not have a strategic plan in place. She thought that after the policies wrap up and we complete the town survey could move toward development of strategic plan. She has looked at other library websites and Norwich has the survey they utilized to help develop a strategic plan. She suggested it is worth looking at in coming months.
 - c. The library has stopped youth programs for now but has started take home crafts again. In January Kristen will be doing live Facebook story time. Book club for elementary students is still active on Zoom.
 - d. Kristen attended a CLiF workshop regarding Inclusive Collections, Virtual Programming, and Storytelling. She indicated it was very interesting and provided some ideas. She also attended a Red Clover workshop.
 - e. Sabrina motioned to accept the Librarian’s report, Jessica seconded, all board members in favor. Jen joined meeting.
4. Treasurer’s Report
 - a. In the budget for the library, a 2.5% increase to employee salaries had been assumed, but the town voted for 6% increase because of inflation. Stacey updated these numbers on the library budget.
 - b. Stacey attended the Selectboard meeting where they reviewed the budget, and the library budget surprised the Selectboard with a bit of “Sticker Shock” due to the addition of increased time for the youth services librarian position to obtain benefits. The board had mixed reviews, but overall indicated that it was a tight year to add extra money to the taxpayers and didn’t think it would sell to the taxpayers. Stacey explained the

board's position that the youth services librarian position is just 15 minutes under the slated requirement for benefits, that the library is a small operating budget overall and there wasn't room for cuts, that the library is a very old building that requires upkeep, and that much of the money to support the library comes from grants, endowments, and other donations. There is already very little wiggle room in the budget so there is nothing to cut. Voting didn't take place yet but will likely at the next Selectboard meeting.

- i. Jeanne proposed that prior to the vote the library board do a write-up for the next meeting greater emphasizing details of why this makes sense now. Jeanne and the board came up with these ideas:
 - 1. This position has been in place for 15 years and has proved essential to the library and community. It is not a new position.
 - 2. The position is a professional position, and we want to keep that going. If ever there was a requirement to need to hire this position again, benefits for this position should be in place.
 - 3. This position serves a very large portion of children in the community.
 - 4. Approximately a fifth of the total budget for the library is not provided by taxpayers but through grants, endowments, and donations. A major example of this is that for the \$20,000 ramp repair \$10,000 came from grants and was not out of the budget.
 - 5. The library already writes numerous grants to save the community money and allow continuation of the services provided.
 - 6. The library is running a very old building so much of the budget is allocated to maintenance and capital expenditure.
- ii. Jessica will prepare and send to the Selectboard for consideration.
- c. Stacey handed out the updated budget that was turned into the town.

5. Facilities update

- a. Nat Kinney, after reading the minutes from the last library board meeting, emailed Jasmine, Jessica, and Jeanne suggesting they contact Efficiency Vermont regarding the windows. Jasmine did and they were able to pull up the maintenance report on the library noting some of the recommendations for the library. Jasmine was happy to report that the library had completed many of those tasks. Efficiency Vermont noted that they generally do not do windows because the change in R value is not significant enough generally to make much difference in the efficiency of a building. However, they do authorize insulation and would pay 50% up to \$3000 to add additional insulation to the building. The library does need additional insulation in the attic. If use, the library would have to go through one of their certified contractors. Jeanne recalled that the overall estimate of the insulation wasn't that great, maybe \$200.00, but every bit helps. Jeanne pulled out the Keefe and Wesner Architects evaluation from 2012 and showed the board pictures and what the recommendations were at the time for the attic. Jessica noted it is still worth looking into, and Jasmine will do that.
- b. Jeanne stated that another idea to help with efficiency was recommended by Brian Currier to put blue insulation pieces in the basement windows. Jasmine agreed and noted that it was also recommended that the windows be sealed. Jessica asked if that would completely seal the windows shut, which was not favorable. Jasmine will investigate these options.

- c. Jeanne asked about the maintenance plan document and if it could be updated. Sabrina located it on Trello as a google document. Jasmine and Jeanne will work on updating the document.
6. Policy Plan to Finish
 - a. Jasmine will have a draft ready to review of the Emergency Management Plan for the January meeting.
 - b. Sabrina and Jeanne haven't started the Computer Use or Children's Safety policies. Jeanne is working on a state survey for libraries and won't be able to address policies until after December 31st. Sabrina will begin research.
 - c. Jessica recommended the board aim to finish them by February so the survey can be started.
7. Mask mandate in library
 - a. Jessica reviewed details from the librarian's report the happenings with masking at the library, and that if the trustees put the mandate in place can review every 30-45 days. Jessica stated that if the board wants the mandate, they should vote. Jen motioned to mandate mask wearing in the library, Stacey seconded, all board members in favor.
8. Review Trustee Report for the Town Report
 - a. Jessica prepared the report and handed out copies for review. All reviewed and made a few minor changes such as spelling and additional thanks to businesses. Jessica will submit the report to the town for entry.
 - b. Sabrina is the only trustee up for re-election. Sabrina will go to the town and gather the paperwork to start the process.
9. Adjourn 7:01 pm. Jen motioned to adjourn, Sabrina seconded, all board members in favor.

Next Regularly Scheduled Meeting: Wednesday, January 12th, 6 pm, Johnson Public Library