

Johnson Public Library Board – Final Meeting Minutes

Wednesday, January 12th, 2022. Meeting via Zoom

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

1. Call to order: 6:05 pm.
2. Review and Approval of Minutes:
 - a. December 8th meeting minutes were approved with no changes. Jessica motioned, Jen seconded, all board members in favor.
3. Librarian's Report – Jeanne
 - a. Dorigen is working on the winter series. This Saturday Tony and Joie Lehoullier are presenting virtually about gardening. Jeanne or Dorigen will ensure the presentation is all set up.
 - b. The library is hosting a yoga program for the elderly in March for six weeks at Jenna's Promise.
 - c. Jeanne and Kristen are working on the library portion for the annual town report. The Vermont Department of Libraries report was completed and submitted in December. Much of the information is the same between the two reports.
 - d. No other updates. Jen motioned to approve the librarian's report, Stacey seconded, all board members in favor.
4. Treasurer's Report and Budget update:
 - a. The library and the Selectboard have been going back and forth regarding the 1 hour and 15 minutes per week increase to the Youth Services Librarian position to allow for insurance benefits. Brian Story had submitted the numbers to Stacey for insurance costs for the first budget draft at 100% hours (40 per week). He has been able to lower the cost by almost \$5000 because the position would have prorated insurance based on the number of hours worked like the Rec Position for the town of Johnson. This is due to a personnel policy the town has where if it is less than 40 but more than 24 hours worked, the town can prorate the insurance costs. The Selectboard accepted the new lower number, however the only concern was that the Library Trustees had not approved the modifications. The final budget meeting for the Selectboard will take place on Thursday, December 9th. Stacey noted that the library board needed to vote on this modification to move forward.
 - b. Jen motioned to accept the change in budget, Sabrina seconded. Jessica requested that the motion be slightly amended to state that the board motions to accept the change to the insurance at a prorated rate based on the number of hours worked by the Youth Services Librarian. Jen seconded the amended motion and all board members in favor.
 - c. Jessica talked to Nat Kinney about the Selectboard budget meeting. It is her understanding that the board must hear from 2 more groups at the budget meeting to approve their budgets. The Selectboard will have to collectively agree that the increased amount across the overall town budget is agreeable. If the final increases are too great, they will go back to individual budgets and request cuts. Jessica wondered if anyone could be at the 4pm meeting in case there were any questions regarding the

library budget. Unfortunately, no trustees could make the time work in person to ask or answer questions. Jessica will contact Nat and let him know the library trustees cannot make it but that they feel they have made a strong case for benefits for the Youth Services Librarian increase in work hours and insurance costs.

5. Policy Review

- a. Computer and Internet (Technology Use Policy) – Sabrina noted that her and Jeanne are working through it and will have a draft ready in February.
- b. Emergency Management Policy – Jessica presented.
 - i. It is basically directly out of the MOU with a small addition of “Other Considerations.”
 - ii. Sabrina noted that it was mostly a flooding policy and didn’t include other Emergency Situations. The board agreed. Jessica renamed the policy to be “JPL Flooding Policy.”
 - iii. Jeanne wanted clarification on the section regarding which trustee volunteers were responsible for taking the lead. The language was too open ended and could leave room for misunderstandings. Sabrina suggested that at the time of elections each year, a trustee member take the responsibility as lead for one year to contact other board members and volunteers in case of flooding and preparation for anticipated floods. She volunteered to take on this first year. The board agreed and Jessica fixed the wording to reflect this requirement.
 - iv. Jessica went over the “Other Considerations” portion of the document to ensure the safety of individuals responding to floods.
 - v. Jen motioned to approve the JPL Flooding Policy with all the indicated changes, Stacey seconded, all board members in favor.
- c. Child Safety – prepared by Jeanne and Sabrina, Jessica shared her screen.
 - i. The primary purpose of the child safety policy is to ensure that all patrons are safe. The policy requires children 8 and under to have a parent or caregiver present, all children must follow the conduct policy, the parents must be aware that internet use is not filtered or monitored, and children must be picked up at the appropriate time of closing. Parents are asked to complete a form acknowledging they have reviewed the applicable policies and notate whether or not their child(ren) can utilize the internet at the library.
 - ii. Jen wanted to make sure the librarians were not responsible for children long term. The last paragraphs ensure that librarians have a mode of contacting the Sheriff’s office should there be an unattended child where parents or caregivers cannot be reached.
 - iii. Jessica noted that there are two different groups of children attending the library – those that come in quickly with or without an adult to use the library which is covered on this form or those that attend programs which is not really covered by this form. Does the form account for both of these types of situations? If so, she noted that there was not information about medications, allergies, emergency contacts, etc. on the form. Sabrina and Jeanne agreed that was not the purpose of this policy. Jessica thought it may be something that needs to be considered for enrollment type situations. Jeanne will check with other libraries to see if they collect this type of information for children attending programs. Sabrina noted that type of form would not necessarily be a policy but an enrollment form that would be more managed by the librarians.

The board agreed. With that consideration, the Child Safety Policy meets the purpose, and an enrollment form can be created, if necessary, based on additional research.

- iv. Jen motioned to approve the policy with the few suggested changes, Jessica seconded, all board members in favor.
6. Library Survey – Jessica shared screen of past survey, asked if there should be changes? The board came up with the following thoughts which Jessica will put together in the survey for the February meeting to review.
- a. Sabrina noted that there wasn't any information on genres or if a type of interest was underrepresented in the library.
 - b. Stacey noted that the survey really didn't need to focus on the size of the building any longer as the previous survey did.
 - c. Jeanne commented that the plan was to use this for strategic planning, so what would the community like to see in five years?
 - d. Jen asked if patrons would feel like the library has materials that are fully inclusive? And can be broken out into subgroups regarding race, gender, etc.
 - e. Sabrina noted that the survey doesn't ask about any concerns, weaknesses, or criticism of current library. May be hard to hear, but helps improve.
 - f. Jessica asked if patrons see themselves represented in the literature and the materials available?
 - g. Sabrina noted that the survey might ask about ease of accessibility through things like Website, Facebook, etc.
 - h. Stacey thought we might ask about use of certain things such as services like ILL.
7. Library Safety
- a. Jessica wanted to check in with Jeanne regarding how the library was feeling about safety. Is there enough masks, is the situation with patrons okay, etc?
 - b. Jeanne stated they were doing well. She has checked in the with Kristen and was going to check in with Dorigen, but there have been no concerns. They are all comfortable and limiting visits for patrons to 15 minutes.
 - c. Some patrons are resistant to masking, but it hasn't been a big deal. Jeanne appreciates knowing she has the trustees' support with the mask mandate if she needed to utilize that authority but hasn't had to yet. Overall patrons have been respectful.
 - d. Jessica asked if the librarians needed some N95 masks? Jeanne and Jessica will do research to see if the board can order if necessary.
8. Adjourn: 7:26 pm.
- a. Sabrina motioned, Jessica seconded, all board members in favor.