

Johnson Public Library  
P.O. Box 601  
Johnson, VT 05656

## Final Minutes

Date of Meeting: Tuesday, June 7<sup>th</sup>, 2022

Location: Johnson Public Library

Time: 6:00 PM

Present: Jeanne Engel, Sabrina Rossi, Stacey Waterman, Jen Burton, Jasmine Yuris, Jessica Bickford

### Agenda

1. Call to Order – 6:02
2. Review and Approve Minutes from May 10<sup>th</sup>, 2022 Meeting
  - a. Minor grammar changes.
  - b. Jen Motioned to approve, Stacey seconded by, All in favor
3. Librarian's Report – Jeanne
  - a. Gardens look awesome. We still hadn't been mowed under the town contract as of the morning of 6/7. This morning Nate, our abutting neighbor, mowed our foot-high lawn, weed wacked, and raked. Many thanks from the trustees and librarians! Roberts, the company that had been used in past years, may not have signed a contract yet for mowing the town properties. Roberts had raised prices. Town had put out an RFP for mowers. Jeanne contacted the Town Clerk's office and asked for updates a couple of times. Jeanne will contact again to let them know we are mowed, but that we should be on the list for future mowing. Short discussion about future mowing. We will see if the town moves forward with executing a contract before exploring any other alternatives.
  - b. Beautification Committee planted flower boxes and some extra annuals in the front garden. Many thanks.
  - c. Natural barrier – A natural barrier is more than the librarians would want to manage as part of their duties (ie. planted vegetable or annuals). Discussion ensued of low maintenance options. One option to find a noninvasive perennial smaller shrub. Boxwoods are not native, but are not invasive. Concern is around winter plowing and salt use – if we go that route we would need to wrap annually. If we do flower boxes the beautification committee or trustees might be willing to plant. Perennials might also be an idea. Jen has a lead that may be interested in building boxes.
  - d. Weekend clerk position. Dorigen gave 60 days' notice and would be willing to sub occasionally. Town advised that we needed to advertise – will be in this week's newspaper. The position has been posted on FPF. So far one application has been submitted and an email expressing interest by a high school student.

Discussion if a minor could fill the position. There are concerns around potential serious issues that may arise based on past library experiences. Position would also need to cover staff vacations which would not be possible for a student in school to fulfil. The trustees felt an assistant or internship could be a possibility for a high school student if the need was present. There is a desire to fill the clerk position ASAP.

- e. Summer reading kickoff is June 21<sup>st</sup>. Jeanne shared the schedule. The theme is An Ocean of Possibilities.
  - f. Jess moved to approve, Jen seconded, All in favor.
4. Treasurer's Report – Stacey
- a. No new numbers to report. We are still waiting on the dividend statements for May.
  - b. Stacey and Jeanne will meet up and review numbers to end the fiscal year. We were higher on oil, electricity, and staffing line (town increase in January), but underspent on other lines.
  - c. Sabrina motioned that if there was money left over after review of the next year to date financial statement (submitted on June 17<sup>th</sup>) that we pre-emptively request that we roll over the Building Capital and Building Maintenance lines (as we haven't been able to get contractors in to do planned work) after balancing the budget. Jasmine seconded. All in favor.
  - d. Jasmine moved to approve the Treasurer's Report, seconded by Jen, All in favor

5. Facilities Update – Jasmine

No news to report. MOU Update – There are no updates and the Select board has not put it on the agenda for approval to meet the timeline outlined in the MOU. For future discussion- should we consider a multiple year MOU for the future?

6. Policy Review – Draft Library Professional Development Policy

Sabrina and Jeanne researched and created a new professional development policy based on an industry standard for professional development and compensation for training time. This ensures that the library staff continue to get the training and support to continue to improve library services. The hours of continuing education compensated can be up to 2.5% of total time. This would equate to up to 32.5 hours annually based on a 25 hour work week. Discussion: Should there be an annual base requirement for library staff training? Decision is that it will be based on the position description "...will attend professional development as required per their job description for positions working 25 hours or over."

Jess moved to approve the Library Professional Development Policy, Stacey seconded, All in favor

7. Adjourn – Jen moved to adjourn at 7:08. Sabrina seconded. All in favor.

Next Regularly Scheduled Meeting: July 13<sup>th</sup>, 2022 6pm