

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

Draft Minutes for the Board of Trustees Meeting

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

Date of Meeting: January 11 , 2022

Location: Johnson Public Library

Agenda

1. Call to order 5:58
2. Review and approve minutes from December 14, 2022 meeting. Jasmine motioned, Sabrina seconded. Approved.
3. Librarian's report:
 - a. Jeanne would like to add a few more volunteer names to the library's report to the town - she'll send a note with the names to Sabrina. Sabrina will update the report and send it to Rosemary.
 - b. Windows need to be washed in the building. Jasmine will follow up with Liam to see if he can clean them.
 - c. Window seat cushions are wearing thin. Sabrina will put a request out on FPF for someone to make new ones.
 - d. Stacey motioned to accept Jeanne's report, Jasmine seconded. Approved.
4. A competitive library grant opportunity administered by the state is becoming available.
 - a. We should have estimates ready in order to apply for the grant.
 - b. We will use the window estimates we have.
 - c. Jasmine will reach out to Northeast Door Company, who specializes in ADA doors in Vermont.
 - d. Hyde Park has a capital maintenance fund that helps support and pay for larger projects (a reserve fund), this is something to explore to help control budget fluctuations.
5. Treasurer's report:
 - a. Select board accepted the budget and it's going in the town report.
 - b. Stacey turned in the financial report to be added to the town report.

- c. Library employees are now on the same salary schedule with the town - it was switched last year. This year's salary increase was 6% and next year's will be 7.4%.
 - d. All year-end estimates have been updated to be as realistic as possible
 - e. Jessica motioned to accept treasurer's report, Jasmine seconded. Approved.
- 6. Facilities report:
 - a. Jasmine will be on the next select board agenda to request we move forward with Northern Precision Foam to insulate the attic.
- 7. Policies & Bylaws Review:
 - a. We looked at samples of librarian evaluations and agreed to use the Hyde Park evaluation as a model to create our own.
 - b. Jessica moved that Sabrina put the Hyde Park process into the JPL policy & procedure format to review at the February meeting. Jasmine seconded. Approved.
- 8. Trustee Term Length:
 - a. Sabrina did some informal research and found that most people would prefer a 2 - 3 year term.
 - b. Discussion around the difference and importance of the treasurer role: the time it takes to learn it and the work of changing names on checkbooks and accounts, etc. Questions considered: can the treasurer role be appointed rather than voted in to ensure more consistency over time? Can we keep a 5 year term for treasurer and lower the other roles?
 - c. Jen will call other libraries to see what their term lengths are.
 - d. Tabled the conversation until we gather more information.
- 9. Treasurer Stipend:
 - a. The treasurer stipend is not documented in the bylaws. It is a budget line item in the town report. We should add it to the bylaws.
 - b. The amount is agreed upon through the budget process and is currently \$750. The treasurer sends an invoice to be paid in January.
 - c. This role is a big responsibility. Do we need to plan for an overlapping year of treasurers when there is a switch?
 - d. Sabrina motioned to add to the bylaws: "The treasurer shall be granted an annual stipend as determined by the board of trustees at the annual budget review. This shall be housed in the budget under the officer salary line." Jessica seconded. Approved.
- 10. Jen moved to adjourn. Stacey seconded. Adjourned at 7:16.

Next Regularly Scheduled Meeting: February 8, 2022