

Johnson Public Library Board – Final Meeting Minutes

Wednesday, May 13th, 2020 – This meeting was held via Zoom.

Present: Jeanne Engel (Librarian), Jasmine Yuris, Sabrina Rossi, Jessica Bickford, Kelly Vandorn, Stacey Waterman

1. Call to order 6:05 pm
2. Review and Approval of the minutes from March 4th meeting.
 - a. Kelly motioned to accept meeting minutes as written, Stacey seconded, all board members in favor.
3. Librarian's Report
 - a. Curbside is set up again. It is extremely exciting and there has been a great response. Kristen has released approximately 200 books per week for circulation and Jeanne has done many as well, but not as many to adult patrons as youth. It is going very well, and they are comfortable with the exchange process. Librarians wear masks and gloves when retrieving materials and it takes a lot of forethought, so they are working on ways to streamline the process.
 - b. There is still not a lot of information available on longevity of the virus on library type materials. There are some studies happening by ALA and various universities and data should come out soon. For precaution purposes, the library is leaving all items in a 7-day quarantine upon return before handling or redistributing.
 - c. As the state begins to open and the libraries may fall under services opening, there are some things needed to reopen. The library will need hand sanitizer and has contacted the local distilleries at Barr Hill (\$130/gallon), Green Mountain distilleries (\$65/gallon), and Smugglers Notch Distillers (no returned call). Green Mountain is the most reasonable and Jeanne proposed the library purchase a gallon. Jessica suggested that while the purchase is happening, the library purchase 2 gallons. All board members agreed. The library may also need additional masks when they open. Opening will happen in baby steps that include specific logistics, plan for flow of traffic, and rearrange items in the building. For now, will continue curbside.
 - d. Lamoille County Librarians meeting – Jeanne attended via zoom and they had discussions about opening libraries and challenges similar to what Jeanne mentioned regarding the Johnson Library. Most libraries will open in stages.
 - e. The library participated in the "Cows Save the Planet" book club discussion as part of the compost series. There were approximately 14 participants and the author was on the call.
 - f. Jeanne asked Stacey if she had heard details regarding summer camps for the Lamoille County Conservation. Stacey had not heard yet but was waiting for guidance to make decisions about their summer camps. Jeanne asked because the library is still planning on doing some type of summer reading programs and looking into options based on guidance as it rolls out.

- g. Kristen has continued to stay in touch with the active library families that provided their e-mail addresses through youth programs. She sends regular e-mails for story time activities. Jeanne noted that Kristen will work on more ideas for older students that does not seem like more “homework” since students are already engaged in extensive distance learning. Jessica thought maybe photography or nature walks or a similar activity.
- h. Jessica motioned to accept the librarian’s report, Jasmine seconded, all board members were in favor.

4. Treasurer’s Report – Stacey

- a. Stacey has sent checks to Rosemary at the town offices for endowment payments. Considering the last checks in May, Stacey estimates that the incoming money for the library is right at or slightly below the budget for the 19/20 fiscal year. She spoke with Neil at UBS who is selling some energy stocks which may impact the library. When final numbers come in, Stacey estimates that the library could be a couple hundred below budget at most.
- b. Stacey noted there was no Year to Date report yet. As the end of the fiscal year approaches, she is waiting for April bills and will likely get year to date next week.
- c. Jeanne noted that for expenditures since the library has been closed, she hasn’t spent much on new materials or programs, so those numbers should be lower. That was about the only place in the budget there was wiggle room as most other costs are fixed.
- d. Overall, Stacey doesn’t see any major concerns for the end of fiscal year.
- e. Kelly motioned to accept the treasurer’s report, Sabrina seconded, all board members were in favor.

5. Jasmine – Facilities update

- a. The library has received or been notified that they will be receiving bids on the ramp repair from two contractors: Brian Currier and Brian Raulinaitis.
- b. Brian Raulinaitis told Jasmine that the most expensive part of the bid was the railing and he reached out to the original contractor that built the railing who estimated that the repair would cost him \$8000.00. Jessica wondered if the railing was holding contractors back from bidding. Jasmine asked if we should extend the end date for accepting bids?
- c. Jeanne suggested that the parking lot repair be considered at the same time since the library is closed and the repairs could be wrapped up in a similar time frame. In terms of funding, Stacey noted that there was money in the account from grants and such that could be applied if necessary.
- d. Sabrina suggested that a new notice could be put out on Front Porch Forum with the extended date, additions, and additional wording. Jessica motioned that we put out new bid requests with flexibility for three separate jobs (parking lot, ramp, railing) or combined if it worked for a contractor. The job quotes would need to be itemized for comparison purposes. Sabrina seconded, all board members were in favor. Jasmine will work on new postings with a deadline of June 5th. The contractors that bid or are preparing bids will be notified of the extension.
- e. Floodgate:

- i. The is to be added to the next agenda for the Selectboard meeting happening on Monday, May 18th. Jasmine will reach out to Brian Story, town administrator, to clarify that the library would prefer the permanent flood door be fabricated instead of a flood gate that required installation during floods.
 - ii. Jeanne will touch base with Brian Currier and Duncan to see if the door can be fabricated as previously discussed.
 - iii. Jessica will check in for that portion of the Selectboard meeting on Monday to represent the library.
6. Review and Approval of Library Policies:
 - a. All policy discussion was tabled due to the inability of individuals to meet to develop policies and timing.
7. Sign- Great Big Graphics
 - a. Jeanne had not spoken to Ray since the library closed due to COVID-19.
 - b. Jessica noted that there are other sign options once we repair the parking lot if the library needs a less costly option.
 - c. Jeanne suggested waiting until the parking lot is repaired and the budget settled to make determinations.
8. Rise VT Grants
 - a. Jessica noted that they are not happening locally right now due to the coronavirus situation. She will email to check periodically.
9. Other grant opportunities
 - a. VT Community Foundation - Revolving monthly. Should consider once more information comes in about ramp and parking lot costs.
 - b. VT Humanities – Received a large amount to distribute to the those hit hardest by coronavirus.
 - c. Green Mountain Fund
 - d. Jessica suggested the library take a wait and see mode on grants once the library has more information.
10. Sabrina asked Jeanne if there are additional needs for library before adjourn? Jeanne indicated the library will need bags, sanitizers (EPA approved), and hand sanitizers soon. Board members will bring these supplies when Kristen and Jeanne are working.
11. Adjourn 7:08 pm.

**Next Regularly Scheduled Meeting: Wednesday, June 10th, 6pm, Johnson Public Library
In person or zoom TBD.**