

Johnson Public Library Board – Final Meeting Minutes

Wednesday, June 10th, 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 6:07 pm
2. Review and Approval of the minutes from May 13th meeting.
 - a. Jessica motioned to accept meeting minutes as written, Kelly seconded, all board members in favor.
3. Librarian's Report - Jeanne
 - a. All is well with the library. They are continuing curbside checkout. They offer these on Tuesdays and Thursdays and the days are both busy. Lots of materials are going out.
 - b. Summer Reading – no physical program. There is limited physical space at the library and currently the parks are closed for outdoor activities. Looking into sending home activity kits. They are ordering supplies that can be done at home. If the supplies are not used for summer reading, they are materials that can be used throughout the year if things return to normal. Additionally, numbers for participants is very unknown, especially considering the amount of families staying local for the summer.
 - c. Jeanne has additional information on the ramp and facilities but will save those for other areas on the agenda.
 - d. Stacey motioned to accept the Librarian's report, Sabrina seconded, all board members in favor.
4. Treasurer Report – Stacey
 - a. Jeanne and Stacey talked and reviewed the end of year to date. The investment accounts came in only a bit shy of the budgeted amounts so no need to worry overall. The expenses were slightly over in maintenance for the end of year due to the new hot water heater and the basement sink repair.
 - b. Budget cuts for fiscal year 20/21 are likely. Stacey believes any shortfalls can be covered by the donor money in checking account.
 - c. Stacey will turn over the grant money to the town soon. Jeanne is working on final purchases, bills, and expenditures and will finalize details with Stacey when done.
 - d. Jeanne went to the Selectboard meeting where budgets were discussed. She also spoke separately with Brian Story, town administrator, and it sounded like while there would be budget cuts to departments, the most any department would take was likely a 5% cut. That would be approximately \$5000 of the library's annual budget.
 - e. Jessica motioned to accept the treasurer's report, Kelly seconded, all board members were in favor.

5. Facilities Update

- a. Jeanne talked with both Duncan and Brian regarding the flood gates and flood door. Jeanne emphasized the library's preference for the flood door so that someone does not have to show up at the library during floods and install the flood gate. Brian indicated it would be helpful to have a firmer quote on the flood door to move forward. Duncan noted that because the money for the door was already designated at a Selectboard meeting, the work does not have to be wrapped up before the end of fiscal year.
- b. Jessica asked for a reminder on why the flood door was a better option. Jeanne explained that the lightweight aluminum door with rubber seals makes much more sense for the library and regular usability and was recommended at a FEMA meeting by a FEMA engineer. It was originally estimated to cost around \$1000.00, which is significantly less costly than the flood gate options. Jeanne will talk more with Brian Currier about putting this door together and getting a firmer quote on cost.
- c. Ramp – the library received 3 bids on the ramp repairs. The bids ranged from \$2700 to \$14,000 and allotted for repair of the ramp or a portion of the ramp but not the railing. Jasmine recused herself from any discussion on ramp repairs. Jessica and Kelly noted that there were significant differences on the ramp bids. Sabrina stated that they bids were all very vague to be able to do a comparison of costs for itemized elements such as materials, labor, and debris removal. Sabrina asked if additional information from the contractors could be gathered. Jeanne will work with Jasmine to develop additional questions and Jeanne will get the information from the contractors. A special meeting may need to be called to have the bids re-addressed.
- d. Jasmine reminded the board that the estimate for repair on the railing from the initial installer was around \$7500. She suggested that the library might investigate alternative railing solutions that would not be as susceptible to road salt. Jeanne thought these might be able to be built into the bids. Jeanne will talk to contractors about this as well when she e-mails them with additional questions.
- e. Jessica asked Jasmine if there were other discussions regarding facilities and Jasmine had no additional updates.
- f. Jeanne noted she had additional updates regarding the shrubs and parking lot in the front of the library. She spoke with Sue from the Tree Board and Brian Krause. The cedars in front are too large for the space. Brian will swing by one day and remove these and hopefully save them to plant elsewhere. Sue suggested the remaining shrubs be cut back and trimmed and let them grow to see how they do, then the area can be backfilled with perennials if necessary. The removal of the trees may further damage the retaining wall.
- g. It was suggested that some of the dirt in the area be removed and perhaps slightly increase the parking in front of the library. Jeanne and Jasmine will get together and work with Jeanne's son regarding potential parking space.
- h. Parking Lot bids – there were none. Jessica suggested we work to find volunteers that can put in a retaining wall after the bushes come out. Jeanne will also talk to Roberts Landscaping, who does the yardwork, what some alternative ideas for a retaining wall might be and the expense. Jessica noted she could also ask others such as Tatro who might have

the knowledge and be willing to give ideas. Jeanne and Jessica will come back to the next meeting with options.

6. Reopening Discussion

- a. Jeanne, Sabrina, and Kelly met and worked through Jeanne's phased reopening plan. Each board member was able to view the document and ask questions about the phases.
- b. Jeanne may need to change hours as necessary to increase time for sanitation and the new procedures. The library will not be open for some time to the public due to the need for a plexiglass separation, some changes inside the furniture layout, procedural development, and such. Jessica noted that Jeanne and Kristen should open when they are comfortable.
- c. Sabrina and Jeanne will go through the phased document to finalize minor changes discussed. Jeanne will submit final copy to the town for approval.
- d. Jessica made a motion to accept the phased reopening plans with Sabrina and Jeanne's fixes, Stacey seconded, all board members were in favor. Jessica also made a motion that Jeanne may adjust public open hours for the time being as she sees fit to meet the needs of the library. Jeanne will notify the board when changes are made. Sabrina seconded this, all board members in favor.

7. Policy discussion – tabled for future discussion since few are applicable right now.

8. Grants

- a. Jessica noted she received an e-mail that Rise VT grants would be reviewed.
- b. Jeanne applied for the Humanities Council Grant and should hear back in 2-4 weeks.

9. Supplies

- a. Sabrina asked the Jeanne if the library needed any additional supplies?
- b. Jeanne expressed that the library was good on supplies: masks, sanitizer, hand sanitizer, plastic bags, etc.

10. Adourn – 7:29 pm

- a. Kelly motion, Stacey second, all board members in favor.

**Next Regularly Scheduled Meeting: Wednesday, July 8th, 6pm, Johnson Public Library
In person or zoom TBD.**