

Johnson Public Library Board – Final Meeting Minutes

Wednesday July 8, 2020, meeting was held via zoom.

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

1. Call to order 6:09 PM
2. Review and Approval of the minutes from the June 10th meeting
 - a. In reviewing the minutes it was noted that the spelling of Brian Krause's name was incorrect under section 5, letter f. Jessica moved to accept the minutes with the corrected spelling and Jasmine seconded the motion. Minutes were approved with all board members in favor.
3. Librarian's Report – Jeanne
 - a. Jeanne reports that the Library has been non-stop busy with the curbside pick-up. Circulation is only down about 100 books from last year and the Library isn't even open. Choosing books for curbside pick up is labor intensive. Dorigen has been helping to shelve books. Due to the results of a study completed in June, books are no longer being sanitized and are quarantined for 72 hours before being recirculated. The study revealed that the virus is no longer viable on surfaces of books or pages after 72 hours, so we are comfortable with the new routine.
 - b. The Summer Reading Program is beginning its 3rd week. Kristen reports there are 43 children participating in the Summer Reading Program. In normal years there are 75-100 children, so considering there is not a physical program, we are pleased with the participation. The numbers may also go up as the program progresses. Projects include displays in the windows, chalk art behind the Library, and fairy houses. The program has been advertised on Front Porch Forum as well as on the Library website and Facebook page. Library board members were encouraged to share about the Summer Reading Program on social media.
 - c. Jeanne reported an anonymous patron donated \$1200 to the Library in order to purchase books and DVD's concerning racial injustice. Jeanne is looking for books and considering book giveaways and book discussion groups.
 - d. Stacey motioned to accept the Librarian's report, Jasmine seconded, all board members in favor.
4. Treasurer's Report-Stacey
 - a. Stacey reported that we have finished the fiscal year, grant money has been turned over and loose ends tied up. The reserve funds for the furnace are accounted for. No budget cuts have been announced yet.
 - b. Jessica motioned to accept the Treasurer's report, Jasmine seconded and all board members were in favor.
5. Facilities Update-Jasmine
 - a. Ramp and Railing project- Jasmine has drafted a list of questions and it was decided that Kelly and her husband Brian, along with Jeanne will meet with the contractors who submitted bids for the ramp to answer the questions and discuss combining the ramp and

- railing project and options for a new railing. Both Brian Vandorn and Brian Currier suggested that stainless steel railing while expensive, may be the best option, because of lower maintenance requirements. ADA requirements in addition to building codes must be met. Jeanne added that she would prefer vertical balusters to horizontal in order to keep children from climbing on the railing.
- b. Flood Door-Jasmine noted that the flood door has been on the back burner. Jessica suggested that because the Selectboard has already designated funds toward the flood door, that we should pursue completion of that project. Jasmine will contact Duncan Hastings and we will also contact Brian Currier to remind them and we will try to move this forward. Duncan and Brian thought fabricating a door from aluminum with a waterproof seal would be a less expensive and more convenient option than a flood gate which would have to be put up whenever a flood may happen and then removed once flood danger has passed.
 - c. Parking Lot and retaining wall-The cedar trees have been removed from above the parking places. Jeanne reported that the dirt next to the parking spots near the building was removed today, making room for a 3rd parking spot. Jasmine, her husband Brian and Jasmine's dad Phil have volunteered to build the retaining wall. Jessica moved that we allocate \$1000 toward materials. Stacey 2nd the motion, all board members were in favor. Many thanks to Jasmine and her family for volunteering to build the wall!
 - d. Sign-Jeanne reported that the sign usually in front of the Library is missing. Jasmine thought perhaps Brian Krause had moved it and will check. Jasmine also noted she is going to have the sign inspected to see if it can be repaired and reused. If it cannot be repaired, we have \$1000 in grant money which we can use to purchase a new sign. Jasmine asked if she could have the old sign if it cannot be reused. The board agreed.
 - e. Maintenance-Jean reported that after the shrubs were removed, that she and her husband Steve removed 12 wheelbarrow loads of leaves and debris from the area. She reminded us that ongoing maintenance at the Library is an issue and suggested that a Memorandum of Understanding be drafted between the Selectboard and the Library Trustees. This document would spell out who is responsible for what work at the Library, since the Library is a town building. Who does maintenance at Town Hall? Could the Library be included under the same plan? Who do we call when there is work that needs to be done? Jeanne will e-mail the document ideas to Jessica, and Jessica and Jasmine will start the process of communicating with the Selectboard. In addition, it would be helpful to have a handyman that we could call when work comes up. Jessica will check into area handymen who might be available. In addition, Jeanne will check with our cleaning service to see if they might be open to doing some of the work.
6. New Railing Options-Kelly presented some ideas and estimates for new railings on the ramp. The bid to repair the current railing was \$7500 and it is probable that the repaired railing will rust again. These options will be discussed further with the contractors who have given bids and more information will be presented to the board.
 7. Revisiting Past Agenda Items
 - a. Policies-Carried forward until next month
 8. Grants
 - a. We did not receive the Humanities Council Grant that we applied for in the 1st round. However, there may be more money available and we may be selected in the second round.

b. We are currently working on the application for the Rise VT Grant.

9. Adjourn- 7:43 pm

Next Regularly Scheduled Meeting: Wednesday August 12, 2020, 6pm, Johnson Public Library or Zoom
TBD