

## Johnson Public Library Board – Draft Meeting Minutes

Wednesday, September 9th, 2020

Meeting via zoom

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

1. Call to order: 6:03 pm
2. Review and Approval of August 12th, 2020 meeting minutes: Minutes were approved with two minor changes. Under 5 e it should read “Brent Currier” and not “Branch Currier” and under 6 c it should read “Lara” and not “Laura”. Kelly motioned to approve the minutes with these changes, Jasmine seconded, all board members were in favor. changes.
3. Librarian’s Report
  - a. All is currently well at the library. Curbside pickup is still working and busy. The numbers for August are not calculated yet, but the traffic has been similar to previous months.
  - b. Opening Plan - when the board last talked, Jeanne was thinking to open about 30 days after the school openings to see how things went. Jeanne is now thinking of opening on October 1st by appointment only. It would require some rearrangement so that patrons had front desk access only. This would permit patrons to view new materials in the library. They could still accept some walk-ins if there were no patrons in the library at the time by appointment.
    - i. Jasmine asked if they would still do curbside? Jeanne said that yes they would, especially for children’s books and older materials. She also explained that to block off some of the space the big table would be utilized to display new materials in the adult area and that the art tables would be utilized to display the new children’s and YA books. For now, exploration of older books and materials will have to wait. If individuals want to check those out, they will still be required to request those prior to appointments or for curbside.
    - ii. Jessica asked if Jeanne would be announcing it on Front Porch Forum. Jeanne said she would and include details about making appointments and announcing how to access older books and materials still.
    - iii. Jasmine asked if they would only be doing Tuesday and Thursday as they currently are for curbside? Jeanne indicated that they would be doing them every day that one of the librarians was in the library, but they would be limited hours to allow for continued library processes and completing curbside requests because they take a lot of time.
    - iv. Jeanne will finalize thoughts and the plan and run by the Library Board and the Johnson Emergency Management Team before opening.
    - v. Jessica asked if it would be possible for the board to start meeting in person? Kelly said that the requirements for Johnson were to meet only outside, however Eric Osgood did state that they would be revisiting these details with colder weather approaching.
  - c. Jessica motioned to accept the librarian's report, Sabrina seconded, all board members were in favor.

#### 4. Treasurer's Report – Stacey

- a. Stacey noted she was turning over the dividends for the new fiscal year to the town.
- b. There was some cash in the investment accounts and Stacey will reinvest.
- c. Stacey noted that as October approaches the board needs to start thinking about the new budget for the next fiscal year.
- d. Jeanne asked how the endowments are doing? Stacey expressed that they are on par with other years and most everything is running as normal with the finances.
- e. Jasmine motioned to approve the treasurer's report, Kelly seconded, all board members were in favor.

#### 5. Facilities Update

- a. Copley Grant - Jeanne spoke with Copley and they explained that the library could carry the grant into next year until the project was finished.
- b. Railing - Jeanne contacted a local sandblasting company that indicated they do not do such large jobs as the railing. However, he gave her another company based out of Swanton that can give an estimate if they do that size. Jeanne didn't have the name with her, but will call them. She asked Jasmine to send her the \$7000.00 quote from LWI so Jeanne could have the quotes for comparison if it worked out.
- c. Paving - Brian Krause has resigned from the town, but Jeanne did learn of some additional paving projects going on around town. Jeanne is seeing if she can gather additional information to see what can be done about parking lot repairs at the library.
- d. Flood Door - Jeanne contacted Brian Currier about the start of the door and he indicated that they are getting closer to addressing the door as they wrap up other projects. Jeanne will continue to touch base. Jessica asked if a concrete pad was going to be needed because ideal weather for pouring concrete was narrowing. Jeanne didn't remember and will ask Brian.
- e. Ramp - prior to the meeting it was proposed to postpone the project until the spring because of the shortage of materials and expense of materials resulting in very high bids. Jasmine said it would be good to get through the winter with the current ramp and railing and see what can be done in the spring.

#### 6. Memorandum of Understanding (MOU)

- a. Sabrina had started a very draft document based on last month's meeting and shared with the librarian and board members via google docs. Jessica backfilled the document with expanded information to discuss at the current meeting regarding roles and responsibilities of the town, village, and library trustees; building maintenance (exterior and interior); cleaning of the facility; ground maintenance; snow removal; flood mitigation; hiring of library employees, etc.
- b. The board opened the document and went through each section to prepare the draft to a greater extent.
- c. Stacey will backfill some of the history section of the library on the MOU. Kelly will assist with information from the historical society if necessary.
- d. Jeanne will check with Lara regarding what is standard frequency for background checks for library employees.
- e. Jasmine will fine tune some of the flood mitigation sections.
- f. Jeanne will request Lara from VT Department of Libraries review and suggest changes or additions to the MOU. Then Jessica and Jeanne will work to get to town to start review

as well before presenting at the Selectboard. Jessica stated she hoped the board could present in October at a Selectboard meeting.

7. Past Agenda Items - tabled.
8. Grant Updates - Jeanne noted there were no grant updates at this time.
9. Adjourn: 7:23 pm
  - a. Jessica motioned to adjourn. Stacey seconded; all board members were in favor.
10. **Next Regularly Scheduled Meeting: October 14th, 2020 6pm. Library location or zoom TBD.**