

Johnson Public Library Board – Final Meeting Minutes

Wednesday, August 12th, 2020

Meeting via zoom

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

1. Call to order: 6:34 pm
2. Review and Approval of July 8th, 2020 meeting minutes: Minutes were approved with no changes. Stacey motioned to approve, Jasmine seconded, all board members in favor.
3. Librarian's Report
 - a. All is currently well at the library. Curbside pickup is still working and busy.
 - b. Summer Reading – 92 kids signed up for the summer reading program and going well. There are lots of crafts going out the door every week.
 - c. Opening – There have been a few requests regarding when the library will be opening. Jeanne thought it best to stick with curbside right now and wait until September to reevaluate after the schools and college start. This would allow the library to see how the numbers are going, because it would be better to maintain consistency than to open and then shut right away. She noted that some libraries are opening for minimal hours and doing extensive cleaning between open hours. Jeanne asked the board what their thoughts were on opening.
 - i. Sabrina asked what would be gained from opening? Jeanne explained that they had been able to meet the needs of most patrons via curbside and that what would be gained mostly would be for patrons to be able to browse freely, particularly at new materials, and computer use. However, even on those two items, the librarians have been able to help everyone with their needs such as scanning documentation and printing up to now without being physically open to patrons.
 - ii. Jasmine suggested waiting a month as Jeanne mentioned to see how things go. Sabrina and Stacey noted that even the public schools are giving 30-45 days trial per school meetings after opening on September 8th to see how things go before moving forward with additional decisions.
 - iii. It was agreed that this is what the library will do, and revisit in September.
 - d. Jessica motioned to approve the librarian's report, Jasmine seconded, all board members were in favor.
4. Treasurer's Report – Stacey
 - a. Stacey indicated there are no current financial updates.
5. Facilities
 - a. Parking Lot: Jasmine and Brian had built the retaining wall, someone drove into it, and Brian fixed it again. He called Brian Krause and is working to get it back-filled.
 - b. Railing: Jasmine spoke with Kevin Stearns from LWI in Morrisville regarding the options for the railing. He noted that he had yet to talk to Mike (the original builder of the old railing), but Jasmine asked for a rough ballpark for numbers. He estimated roughly that

for a galvanized railing which would hold up the best it would be approximately \$17,000 and for stainless steel it would be \$35,000. The estimate to refurbish the current railing was \$7000. Kevin noted that you could just galvanize the roadside of the railing, but he recommended galvanizing the entire thing. Kevin would still like to talk to Mike and will get back to Jasmine.

- c. Flood Door: Jasmine had nothing new to report, but Jeanne said she spoke with Brian Currier. He was finishing up a project at the time and asked that she call back in August. Jeanne called and he thought it would be a few weeks and then could start.
 - d. Paving parking lot: Jasmine talked to Brian Krause about paving the parking lot. He indicated it was not a big enough job to send a full crew down, but they could cold-pave it themselves. The library board knew little about cold paving and had questions such as how long it would hold, cost associated, etc. Jasmine didn't know the answers either and will contact Brian Krause and gain a better understanding of cold-paving. Jessica indicated that the parking lot could use a full job again, and Jeanne noted that the last time it was done they were doing Railroad street and added in the library as a side portion of that job. Jasmine will contact the Selectboard and see if there is anything scheduled in the near future around town or coming years where the library could be added on as a project. Jessica reminded the board to be immediately mindful of the budget due to the other projects and the anticipated cuts. Kelly noted that once we knew cost, we should prioritize that the flood gate and ramp and railing need to be finalized first. Jasmine will review with Brian Krause and the Selectboard and gather additional information.
 - e. Additional Ramp and Railing Information: Jessica asked if wooden railings were feasible? Kelly indicated that they are still waiting on some finalized bid details and that one would be including railing made from a composite material such as Trex from Brian Raulinaitis. Additionally, Brent Currier encouraged refurbishing the old railing instead of purchasing new, so that can be evaluated as well. All bids were still out. Jeanne and Jessica wanted to try and find a way to encourage finalization of the railing before the winter. However, if it is carried into next year, it may affect funding. Jeanne will contact Copley to see if they can carry over the grant money since there is a time crunch in case the project rolls into the next year.
6. Memorandum of Understanding (MOU)
- a. Jessica talked to Brian Story regarding a possible MOU between the town and the library, and he was definitely in favor. Jessica and Jasmine will draft and try to be ready for October. Jessica reviewed other MOUs between library and towns prior to this board meeting and thought the library could incorporate parts from them. Some themes that were identified throughout the review included:
 - i. Building Maintenance
 - 1. Big ticket items related to the facility and exterior building items were the responsibility of the town in most MOUs.
 - 2. Smaller internal items and day to day operational maintenance were the library board's expectations.
 - ii. Cleaning
 - 1. This varied, but the JPL has already agreed to branch out from the town and stick with Lateris because of their library cleaning experience.
 - iii. Staff hiring

1. The library board consistently hired the Director of the library and not the town. Then the director is responsible for the oversight of other library employees.
 - iv. Trust Funds
 1. Varied from library to library, but JPL has an endowment policy written already that can be incorporated into the MOU. The library board manages the trusts and writes over the required amount to the town annually. Stacey will assist with adding this verbiage to the MOU.
 - b. Jessica asked if there were other thoughts on the MOU?
 - i. Jeanne noted that the flooding responsibility should be outlined clearly.
 - ii. Jeanne also indicated that all maintenance on the building should be done with input from the librarians and/or library board. Jessica explained that some of the sample MOUs had language about collaboration regarding this topic and that it could be included in JPL's MOU.
 - iii. Jessica recommended that the trustees should annually inspect the building to outline maintenance needs and work toward a 5-year maintenance plan to communicate with the town for planning purposes. Sabrina suggested that a town facilities employee be included as part of that process annually.
 - c. Jeanne thought now that a draft list is started, a document could be formed from there and not leave it all to Jessica and Jasmine to incorporate. Sabrina will take from meeting minutes, create a shared google document for the librarians and board to collaborate on drafting. Jeanne noted she could then have Lara from VT Department of libraries review and potentially come to a board meeting. She will contact Lara.
7. Revisiting Policies and Grants – no discussion.
8. Adjourn: 7:16pm
- a. Stacey motioned to adjourn. Sabrina seconded; all board members were in favor.

Next Regularly Scheduled Meeting: September 9th, 2020 6pm. Library location or zoom TBD.