

Johnson Public Library Board – Final Meeting Minutes

Wednesday, November 11th, 2020

Meeting via zoom

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

1. Call to order: 6:00 pm
2. Review and Approval of October 14th meeting minutes: Jessica noted one change that should be made under 6bii where it states that she would request money be moved over to the new budget. This should read Stacey instead as the treasurer. Stacey motioned that the minutes be approved with this change, Jessica seconded, all board members in favor.
3. Librarian's Report - Jeanne
 - a. Opening the Library: At the last meeting it was agreed that the library could open according to the plan after approval from the Johnson Emergency Management team. With that in mind, Jessica, Kelly, and Jeanne attended a Johnson Emergency Management meeting. The EM team gave their approval to open if the ventilation system was investigated. The investigation resulted in knowledge that a HEPA filter cannot be placed on the furnace because it would void the warranty on the new furnace. Regardless, with that finding, many libraries around the state are moving back to curbside until at least the 2nd week of January. Jeanne noted that she had talked to Kristen about it and they thought should ask the board. Additionally, Jeanne noted that nearby libraries such as Hyde Park are back at curbside. Jeanne would like to open, but the circumstances are not looking good. What did the board think?
 - i. Kelly thinks if there is any hesitation to err on safe, Sabrina indicated that the local schools are seeing an uptick and we could see what their plans are and make a decision after the upcoming weekend, Jasmine indicated that the system Jeanne and the librarians have established for curbside is very effective and wondered if there is any need to wait to make a decision. All agreed there was not real need to wait that we determine to stay at curbside status for the time being.
 - ii. Jessica is concerned about the entrance between doors as a pocket where air is not circulated. She wondered if there is a way that the shelves can be realigned, a cart be added, or something to limit congregation. Chatting socially distant on the ramp is okay but congregating in the entrance is risky. Jeanne and Kristen will work to keep the most interior door closed for pickups and retain curbside to limit conversation.
 - b. Zoom talks: Jeanne has asked Dorigen to create zoom talks on topics for patrons to participate throughout the winter. Currently she is establishing a once a month talk and has contacted Foote Brook, Ben Waterman, Ingrid and Eric Nuse, and Noel Dodge. Talks will be around farming, travel, and naturalist talks.
 - c. Jeanne had more to discuss, but falls under floodproofing, so waited for that point in the agenda.
 - d. Kelly motioned for the librarian's report to be approved, Jasmine seconded, all board members were in favor.

4. Treasurer's report – Stacey

- a. Stacey has loaded all the numbers into the budget from the last meeting. The numbers remaining to be backfilled are salaries and holiday bonuses. She has not received a request for the budget from the town yet, but she is close to having it ready. The trustees need to have the salary discussion, but Stacey has not heard what the town has decided for raises to facilitate that discussion. She proposes we determine a tentative annual raise for the library and change if necessary. As an FYI if the budget is looked at by the trustees, the headers transferred incorrectly and she is working on that, but the numbers in the cells are correct.
- b. Stacey noted the Year to Date expenditure information is in and she has shared it with Jeanne. She said it is a little different because of the Covid situation this year. Jeanne indicated she had looked at the numbers and yes it was different because they were currently under budget due to pulling back on programs and such in the current situation.
- c. Jessica proposed the board go into Executive session to discuss salary and holiday bonuses. Jeanne left and executive session began at 6:25 and completed at 6:32. Jessica motioned to accept, Jasmine seconded, all were in favor. Jeanne returned and was notified that the budget passed with the understanding that the salaries and holiday bonuses would be entered by Stacey.

5. Facilities:

- a. Floodproofing. Jeanne spoke with Doctor Downer at FEMA again regarding solutions for the basement. They discussed the gate and the challenges associated with utilizing the gate at the library. It needs to consistently have clear channels and with the nature of the library there is no way to keep them free of ice and debris. Dr. Downer explained that the gate on the inside is not an option because of the dependence of the gates on the outside pressure of the water to function correctly. He suggested that an alternative to any gate or flood door at the library would be to keep the current basement door, put in an additional crossbar toward the bottom of the door to keep the seal tight, make sure the weather seal is in good shape, drill a small well by the door, and create a channel in the concrete from the well to the sump pump approximately 6 inches wide and 2 inches deep with a grated cover for stepping safety. This would keep up with water seeping into the basement in a flood. Jeanne believes it is the best option for now and worth a try. Jeanne spoke with Brian Raulinaitis and he is looking into special saw blades for the concrete and a grate. Jessica motioned to move forward with the plan, Sabrina seconded, all were in favor. If Brian Raulinaitis is unavailable to do the work, then the trustees will be open to finding another contractor.
- b. Ramp and railing. Jasmine has received new bids from Eric Sorenson and Valor Builders. She noted that the bid from Eric needed some additional detail. Sabrina asked about the previous bids that had come in and Jeanne indicated that the two others were from Sterling (Brent Currier) and Brian Currier. Jessica proposed that Jasmine gather all four bids and distribute to all board members for review prior to the December meeting for review and discussion. The review will allow the project to get on the approved builder's spring schedule and the library will have budget information nailed down.

6. MOU Status
 - a. Jessica has the draft in her possession and is waiting to make changes after budget cycle. This will allow better preparation and more accurate numbers and understandings of roles and responsibilities.

7. Town Report:
 - a. Jessica asked what should be included in the town report.
 - b. Sabrina suggested including success of curbside through pandemic and thanks for help with parking area and bush removal at the library.
 - c. Stacey mentioned inclusion of endowments and donations to library.
 - d. Jeanne noted that the normal library data will be limited because of the Covid situation as many of their reporting numbers will be down. However, she can include information about the expanded book collection. Jeanne and Jessica may each do half a page this year.

8. Policies
 - a. On hold still due to closed library. Jessica noted okay to keep on Agenda to keep a reminder in place.

9. Adjourn 7:05. Jessica motioned, Sabrina seconded, all board members were in favor.

Next Regularly Scheduled meeting December 9th, 2020 6:00 PM.