

## Johnson Public Library Board – Final Meeting Minutes

Wednesday, December 9<sup>th</sup>, 2020

Meeting via zoom

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

1. Call to order: 6:01 pm
2. Review and Approval of November 11<sup>th</sup> meeting minutes: Minutes were approved with no changes. Stacey motioned to accept, Jasmine seconded, all board members in favor.
3. Librarian's Report – Jeanne
  - a. The library has added Friday curbside pickup. Busy enough that they thought they would offer an additional day.
  - b. The lights for "Light the Way Vermont" are up in the windows at the library. Maybe need to think of external plug in the future.
  - c. Website update: Sabrina has redesigned the featured and new titles pages making them more graphic so book covers can be seen by patrons. Website numbers are going up and book number requests are going up. Many of the books pictured are going out quickly.
  - d. The circulation numbers for October and November have been calculated. The numbers for October are down 300 items from last year and for November are down 100 items. Considering the ability to walk in and browse is unavailable, the numbers are not bad at all.
  - e. Jeanne knows the board discussed raises at the last meeting and wanted to know what the board determined. Stacey communicated that the board went along with the town raises and that she will send the numbers to Jeanne. Jeanne knows all are working hard during the pandemic but wanted to know that the librarians have especially gone above and beyond their normal responsibilities. Jessica understands and explained that the board has not heard about any hazard pay but she can ask, and that the decision was made to be cognizant of taxpayers during the pandemic as well. Jeanne understood and thought it was a consideration. Additionally, she asked if there would be pay to cover extra expenses such as signs, cleaning supplies, etc. Jessica will investigate.
  - f. The rest of Jeanne's report falls under facilities and can wait for the part of the agenda.
  - g. Jessica motioned to accept the Librarian's Report, Sabrina seconded, all board members in favor.
4. Treasurer's Report
  - a. Stacey submitted the budget to the town, and they sent notification that it had been received, but no other feedback had been received yet.
  - b. Stacey has prepared the financial report for the annual town report. Jessica shared it with everyone on the screen for review.
  - c. Stacey provided clarification on investments reported to demonstrate overall balance of what the library manages. Additionally, she notified the board they wouldn't see the monies sent over to the town for grants in this fiscal year because of the way the cashing worked out. It was missed in this fiscal year by one day. Jessica asked if there

were any other questions and there were none. Kelly motioned to accept the treasurer's report, Jasmine seconded, all board members were in favor.

#### 5. Board of Directors Terms

- a. Jeanne introduced the thought that with the town meeting coming up, there may be a board member due for reelection. Stacey reviewed the previous town report and indicated that Kelly is up this year and Sabrina would be up next year. The board discussed whether with the Covid situation would still require the candidate to seek signatures. Kelly will contact Rosemary at the town to determine this year's requirements and fill out necessary paperwork to be on the ballot.

#### 6. Facilities

- a. Ramp and Railing: Jasmine and Jeanne sent all four bids that had been received for the ramp and railing to the board members for review. Jeanne had asked Kelly to research the difference between TREX and Duralife.
  - i. Kelly gave a short presentation on the two decking materials compared with treated lumber. Both products have a 10 year warranty, however Duralife's warranty includes some payback for labor. Both can be prone to scratching with actions such as shoveling. Both products are equitable otherwise and will need some maintenance after a few years like all decking.
  - ii. Prior to review of the bids, Jessica asked what the available budget is for this project. Stacey noted that there is \$9700 in the current year budgeted and \$6500 from the Copley Grant budgeted so \$16,200 overall.
  - iii. Jasmine left the meeting for the bids to be reviewed.
  - iv. The board reviewed in detail the bids from Eric Sorenson, Valor Builders (soon to be Sound Renovations), Sterling Handyman, and Ironwood Precision. In the end the board determined that they would like a long-life and splinter free material such as Duralife or Trex instead of pressure treated lumber and wanted to go with the bid that also addressed the railing repairs. Based on these determinations the board chose Valor to offer the project. Stacey motioned, Jessica seconded, all board members present for this portion were in favor.
  - v. Jasmine returned to the meeting. She was informed of the decision made.
  - vi. Jeanne will notify Valor builders to get on their spring schedule, Jessica will notify the other contractors of the decision made, and Jessica will communicate with the town administrator, Brian Story, so they are in the loop on this large project.
- b. Floodproofing: Jeanne received an estimate for \$800 from Brian Raulinitis to make the well and channel in the basement concrete to the sump pump, work on the door crossbar, and cover all with a grate. Sabrina motioned to accept the bid and get the work going, Stacey seconded, all board members in favor.
- c. Exterior Sign Replacement
  - i. Jeanne wanted to know what the plans from the board were for the new sign when the gardens are updated in the spring. Would it just have Johnson Public Library or additional information such as hours? She thought it best to just have the name and have a different sign for hours in case those change. There is money from the anonymous donor to pay for a nice sign.
  - ii. Stacey noted that she thought we needed a nice sign instead of just a metal sign. Sabrina noted that she liked the new sign down at the Studio Store stating,

“Main and Pearl.” Jasmine noted that it was done by Great Big Graphics and she could talk to Ray there about designs and cost and to Kyle Nuse about the sign at the Studio Store.

7. Trustee Report for Town Report
  - a. Jessica presented her draft and asked for suggestions. Jeanne indicated that the librarians would be doing their standard form because they did end up with enough data to fill it out for the report. She suggested to Jessica that the additional space on the board portion could be filled with website information and contact information.
8. Policies – Tabled
9. Adjourn – 7:08 pm. Jessica motioned, Sabrina seconded, all board members in favor.

**Next Regularly Scheduled meeting January 13th, 2021 6:00 PM.**