

Johnson Public Library Board – Final Meeting Minutes

Wednesday, April 14th, 2021

Meeting via Zoom

Present: Jeanne Engel (Librarian), Jessica Bickford, Jasmine Yuris, Jennifer Burton, Sabrina Rossi, Stacey Waterman, Nat Kinney, Brian Raulinitis (for Facilities Update)

1. Call to order: 6:03 pm
 - a. Jessica asked if there were any additions or changes to the agenda. Jasmine requested that the facilities agenda item be moved toward the beginning of the meeting so that Brian R. could give an update on the ramp timeline. All agreed.
2. Review and Approval of March 10th, 2021 meeting minutes. Meeting minutes were approved with no changes. Jen motioned to approve, Jasmine seconded, all board members were in favor.
3. Facilities Update:
 - a. Ramp Repair and Installation –
 - i. Brian Raulinitis spoke LWI, the company in Morrisville that will repair the railing. LWI is starting operations again, so Brian suggested that the project develop a timeline and get started sooner than later so it can be completed before LWI and builders get too busy. Additionally, due to materials cost the LWI quote from over a year ago went up \$250.00, and the cost of the materials, specifically treated wood, had gone up significantly. The new estimate is \$1500 greater overall than it was a year ago. Brian could start the project in 4-6 weeks if the library is willing to set a date. The second week of May, approximately May 10th, LWI could take the railing off. Did the library want to continue despite the price increase. Sabrina noted that price increases would be in place no matter the builder and that it would put the project off longer. All agreed to stick with the plan.
 - ii. Jeanne said it would be great to have a date because the library is beginning to think of opening the library in a greater capacity. Jeanne asked if a definite color of the Duralife had been determined and if the library could get samples. Brian indicated that the standard gray was in stock. Additionally, he preferred Duralife over other brands because it goes down easier and has a fastening system that is very workable. The board decided to go with gray since this product is in stock and will be a repair and update of the current railing which is also gray.
 - iii. Jasmine asked if May worked with Jeanne's timeline? Jeanne indicated yes, because any opening would be best aligned with when the doors and windows can be opened and the heat turned off. It would be safer that way.
 - iv. Jeanne noted that with the updated side lawn of a picnic table, gardens, and potential bike rack, she wondered if before the ramp was started the board could consider access from the ramp with an opening and stairs. She provided two diagram options for the board to review. Stacey stated it was a great idea. Jessica asked about additional cost and how this addition and modification to the ramp project would be paid for. Jeanne explained that there would likely be

additional money from the new Copley Grant received, Stacey noted there were some library donations that might be able to go toward the ramp. Jeanne also stated there are new rescue and library grants coming out, or it could be covered in next year's budget. Jen asked if the stairs to the ramp would be added right when Brian does the renovation in May? Jeanne said yes, she really hopes to and Brian is willing but the railing would have to be modified by LWI. Jen likes the idea if it can be paid for. Jasmine said the decision should be made before May and believed it would be very forward thinking and beneficial to the community with WiFi access, picnic tables, and the summer program. Jeanne agreed that yes it would be more of a community place. Jessica motioned to get a quote for the changes before construction begins, noting that a special meeting of the board before the scheduled May meeting might be needed to approve any funding changes. Jen seconded, all board members were in favor.

- b. Bike Rack – Jasmine explained that with the picnic tables and such going in on the side, the plan is to add a bike rack to the property. She suggested the library consider Harlan to make an artful bike rack.
 - c. Gardens – Jasmine has been working on the gardens around the library, cleaning out garbage, leaves, and working the soil in preparation for the new plantings after the ramp renovation. She noted that the soil is poor and thought that the library should invest in a truckload of compost and recommended supporting local business. Could she use Regreen Vermont (Stefanskis) and could the library pay the fee? She noted that flowers were coming from Sue Lovering and another personal friend meaning that the ultimate cost would be compost and eventually mulch. The estimated cost for the compost would be around \$65 for a truckload and a delivery cost. Jessica motioned to order the compost, Sabrina seconded, all board members in favor. Jasmine will handle.
 - d. Great Big Graphics (Ray) contacted Jasmine and let her know that it was a good time for hanging signs. Jessica indicated when the ramp is finished it could be installed so construction would not have to work around the sign. Jasmine will let Ray know.
 - e. Stormdoor/floodproofing – Nat asked for an update on the floodproofing door in the basement and if anything needed to be done there. Jasmine explained the advice from Dr. Downer, the FEMA engineer, and that all had been done to those specifications. We would see how the next flood went and if additional systems needed to be in place.
 - f. Dehumidifier and Shop Vac – Jeanne did purchase these, and they were delivered. The cost for both was around \$380. The dehumidifier arrived broken, and Jeanne will address. Nat noted that if the dehumidifier runs regularly, the library may see an uptick in electricity bill.
4. Librarian's Report - Jeanne
- a. Catalog and Website – Jeanne and Sabrina attended a zoom meeting on the new catalog and website system, Aspen. It looks like it will be a good solution to link the catalog and website together. Sabrina noted that the one drawback she could see was that it wasn't initially as user friendly as the Wix platform, but Jeanne explained that Aspen was working on that. Additionally, Sabrina said the only challenge she could see so far was a URL change whereas the current website is very explanatory at johnsonpubliclibrary.org and the new website would be an Aspen extension. Jessica asked if the current website would stay live for transition. Jeanne answered that the new catalog launches in May, the current website is paid for through November, so that should give Sabrina time to put a new website in place.

- b. Vermont Community Grant – the library received the grant and that Jeanne is purchasing 2 picnic tables and 2 Chromebooks with the money. Sabrina and Jeanne met to look at shelter options for the summer reading program. They reviewed layouts and measured for sail cloths, pop up tents, and carports. Surprisingly the carport options are the sturdiest, most seasonal, and largest at 10' x 20'. They cost around \$250-\$300 and would provide the outdoor space needed and would be paid for through the grant. Jeanne will wait to see if additional summer programming guidelines come out around Covid before she makes that purchase. Jessica asked if with the addition of the cover and picnic tables an outside receptacle is necessary? If so, who would empty it. The board agreed to stay with the “pack in, pack out” practice unless it becomes a problem. Nat indicated that if the library did go with trash removal, it is helpful to have a recycling bin as well and to be aware that it can get costly for trash and recycling removal.
 - c. Grants – Jeanne explained that there are many grants coming. There is a big library grant that will be distributed to Vermont libraries, but she does not know yet how much each library in the state will get. Also, there is a municipality grant coming, but she doesn't know many details about it. She understands some grants are allocated for WiFi, hotspots, and accessibility while others are for buildings, maintenance, etc. She is letting the board know to help keep their eyes out for grant activity to help keep informed.
 - d. Maintenance document on Trello – Jasmine and Jeanne had created a completed and planned maintenance document for the library two years ago and wanted to update it later in the meeting if possible. Additionally could add list of potential projects that the library has been wishing for with the upcoming grants.
 - e. Stacey motioned to accept the librarian's report, Sabrina seconded, all board members in favor.
5. Treasurer's report – Stacey
- a. No new updates for the budget.
 - b. Donations – the library has recently received \$550 in donations and Stacey asked Jeanne if they were for an intended purpose. Jeanne explained that yes, they were earmarked for books, and Jeanne already wrote thank you notes. Jeanne expressed that despite Covid, there was a silver lining to the last year in that people had been very, very generous to the library with help, gifts, and supplies.
6. MOU Update
- a. Jessica told the board there had been significant progress with the MOU. Jessica, Jasmine, and Jeanne met with Brian Story and went over the MOU. Then Nat had reviewed the document and there were some additional questions.
 - b. Jessica opened the document and shared it with the board where specific questions were addressed about “Annual Inspections” and “Emergency Management”. The board added language and agreed that some questions needed to be asked of the Fire Department and Eric Osgood for backup plans and clarification, specifically related to flooding situations.
 - c. Jeanne indicated that the library had made significant improvements for flood mitigation in recent years with the movement of the furnace, the brace for the door, the channels, sump pump, and preparatory work. The library seems to be well suited now for many situations if the water in the back is below 3 feet, and the library continues to make improvements. The MOU is also a big step with an emergency plan.

- d. Jessica noted the next stage is to get the MOU to Eric Osgood for review as the town Emergency Management director. The MOU already has been a big win for the library as it is now part of the town priority plans. Jessica will update the board after the next round of reviews.
7. Maintenance Plan on Trello
 - a. Jessica opened the maintenance plan to show the board what the document was about and for them to start considering projects and cross off projects that the library has completed.
 - b. The board brainstormed quickly and added: fence, bike rack, benches, paving for parking lot, graffiti cleanup, and tree care to the list.
 - c. Jeanne and Jasmine will also revisit because this will be a good start for the annual inspection process once the MOU is in place.
8. Policies
 - a. Jessica asked if there were additional updates on policies.
 - b. Sabrina said that she had not done much work on the Materials Selection and Intellectual Freedom document, partly because the wording needs to be consistent across documents starting with the mission and vision statements.
 - c. Jessica stated she had not been able to work on the programming policy much either.
 - d. Jeanne noted she did have a bit on the mission and vision that she had sent Jessica. Jessica opened a draft document. After many questions on the document, Jessica suggested she send the draft to everyone and table the rest. Jen motioned all policies be put aside until May, Jasmine seconded, all board members in favor.
9. Adjourn
 - a. Jessica motioned the meeting adjourn at 7:38 pm, Jen seconded, all board members were in favor.

Next Regularly Scheduled Meeting: May 12th, 2021, 6pm.