

Johnson Public Library Board – Draft Meeting Minutes

Wednesday, February 9th, 2022. Meeting via Zoom

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

1. Call to order: 6:02 pm. Jeanne will be arriving a few minutes late due to transfer from library to home. Jessica asked if there were any additions to agenda and Jasmine indicated that there was not a facilities/maintenance item on the agenda. Jessica added.
2. Review and Approval of January 12th, 2022, Minutes
 - a. Sabrina noted that incorrect minutes had been redistributed for review and that all should have received the correct ones after the January meeting. She read the minor change under section 4 for review. All agreed and recalled.
 - b. Stacey noted that even in the corrected minutes under 4a the time should be corrected from 15 minutes to one hour and 15 minutes. Sabrina will make this change.
 - c. Jessica motioned to approve minutes with this change, Jasmine seconded, all board members in favor.
3. Upcoming Agenda Items
 - a. There will not be an official in person town meeting, however the town is hosting two informational meetings on 2/22 at 7pm and 2/26 at 4pm for community members to ask questions. Jessica asked if board members would be able to attend these meetings to answer any questions on the budget. Jasmine, Jessica, and Sabrina are only able to attend the 22nd and Stacey will attend the 26th.
 - b. Jeanne arrived for meeting and Jessica offered a quick recap of what was covered so far.
 - c. In March positions for the board will be chosen at the trustee meeting. Jessica informed the board that while she won't be leaving the board of trustees, she will be stepping down as Chair. She feels that she hasn't been able to attend the library as frequently to talk to Jeanne and additionally the roles of the board should rotate.
 - d. Also, in March it will be time to revisit the MOU to create a maintenance schedule walkthrough of the building. Jeanne indicated that once this was done, a final signed copy should also be put onto Trello. Jessica will work on this.
4. Librarian's report
 - a. It has been very busy at the library.
 - b. Sabrina and Jeanne visited to plan the new computer tables and shelving in the library. The ARPA money that came in must be spent before summer. Jeanne will be contacting the VT Corrections to build the computer table that Sabrina and Jeanne came up with to fit the space and needs of the library.
 - c. Jeanne has been contacting contractors for the additional shelving. She had one contractor stop by but has not received a bid yet, and she has another contractor stopping by soon. Jeanne indicated that most of the money for this project would be coming out of donations to the library that have pooled as well as potentially some grant money. She wanted to know how much she had to keep under per the town purchasing agreement before she had to seek Selectboard involvement. Jessica reviewed the purchasing plan and indicated that the library may need to go through the

Selectboard depending on the cost of the project. Jeanne is hoping to keep it all under \$5000.00 but will have more information later.

- d. Stacey motioned to approve the Librarian's report, Jessica seconded, all board members in favor.

5. Treasurer's Report – Stacey

- a. The budget is waiting to be voted on by the town. Stacey will work on a current YTD for the next meeting.
- b. Jessica motioned to accept Treasurer's report, Sabrina seconded, all board members in favor.

6. Facilities – Jasmine

- a. Jasmine has been talking to Chris at Efficiency Vermont regarding having an Energy Assessment of the library done. Chris sent along a list of approved contractors to conduct the assessment and quoted those assessments usually run \$300 - \$900 depending on factors such as projects and size of buildings. Jasmine noted that the assessment must be paid for by the library and will not be reimbursed. It would provide the library with an updated assessment for energy needs and if projects were identified, the library could get up to \$3000 toward those projects from Efficiency Vermont. She believed it was worth the expense of the assessment but needed the board approval to move forward.
 - i. Sabrina asked if once the assessment was done and the board wanted to do some of the identified projects if Efficiency Vermont approved contractors were required. Jasmine stated that yes, they had to be used.
 - ii. Jessica noted that we do need an assessment for the upcoming MOU, but Sabrina indicated that it sounded like it was just for energy and not overall building maintenance. Jasmine concurred.
 - iii. Stacey asked if the money for the assessment would fall under the building and capital expense. Jeanne noted that it should, and we should have enough money. Stacey looked through her documentation and found that the budget allocated \$7500 to Capital overall with \$2500 toward roof and \$5000 toward upgraded railing and the fence. Because the railing does not need additional work it would be possible to pay for the assessment and worthwhile.
 - iv. Sabrina asked if there was an update on the roof and if that would extend beyond the \$2500. Jeanne noted that she is going to call and check with the contractor, but due to the snow it wouldn't even happen until spring.
 - v. Jasmine noted that she believes the assessment would be valuable for future planning. The board agreed.
 - vi. Jessica motioned to go ahead with the assessment, Stacey seconded, all board members in favor.
- b. Vermont Survey of Library Needs: Jeanne asked Jasmine if she had received the email Jeanne had forwarded regarding identifying building needs from the Vermont Department of Libraries. The library needs to identify three top items that the building could use. It is preliminary but the VT Department of libraries is gathering information to try to acquire some of the ARPA money from the state.
 - i. Jasmine did receive the email and she agrees with Jeanne that one of the items should be the HVAC mini split addition to building for A/C as well as heat for warmer days.

- ii. Jeanne asked the board for other ideas. Jasmine recommended the basement windows. Jessica suggested the front door to make it more handicap accessible. Sabrina pulled up the maintenance plan from Trello and saw the current maintenance plan indicates that there were cracks visible in the outside foundation. Jessica asked if the cracks would be possible to cause long-term problems? None of the board members were sure one way or another on this issue and Jeanne stated she didn't believe the cracks were visible on the interior but that would require investigation.
- iii. Sabrina suggested that before jumping on the foundation issue, we should get an expert on foundations in to evaluate and instead focus on immediate issues for the purposes of the survey. Jeanne agreed because it is all very preliminary. The Vermont Department of Libraries is just gathering information but there is no formal request process yet. The board agreed to move forward with the three more immediate needs.
- iv. Jeanne will fill out the survey with the need for HVAC mini-splits, basement Windows, and Handicap Accessible Front Door.

7. Technology Use Policy

- a. Sabrina and Jeanne drafted and distributed prior to the meeting.
- b. Jasmine asked where the information had come from because it was very thorough.
- c. Sabrina indicated that the policy was drafted using examples from Stowe, Pierson, Dorothy Allen, and Fletcher Free libraries.
- d. Jessica asked where the policy would be displayed? Jeanne noted that it could be on the website and Sabrina indicated she could format it down to 2 pages so it could be available near the computers as well.
- e. Jasmine motioned to accept the policy, Stacey seconded, all board members in favor.

8. Strategy and Survey

- a. After the last meeting Jeanne had contemplated the survey process and did research. It was recommended from other libraries that library strategies were more effective when accompanied with the overall town. Jessica sent the board sample strategy planning from the state of Maine to review.
- b. Jessica would like to take the next month for the trustees to read over the information as well as give her time to incorporate the ideas the board already had. It would be best to do a strong survey rather than revisiting regularly.
- c. Jeanne discussed a time when the town worked with "Vermont Council for Rural Development" in 2004 with multiple groups from the town to develop a strategic plan. It allows for more crossover and communication between all the town departments and organizations to work together. She thought maybe contacting Brian Story and seeing if the town could do something like this again would be worthwhile. It seems like a perfect time with all the transitions and energy in the community to do this again. Jessica will talk to Brian and see if there would be momentum to do this and if the town would back this process.

9. Adjourn, 7:13 pm

- a. Stacey motioned, Jessica seconded, all board members in favor.