

Johnson Public Library
P.O. Box 601
Johnson, VT 05656

Minutes for the Board of Trustee's Meeting

Date of Meeting: March 9th, 2022

Location: JPL

Time: 6:00 PM

Minutes

1. Call to order.
 - a. Jessica Called the meeting to order at 5:59.
 - b. An election process was unanimously approved that she would run the election process for the chair as she was stepping down, and then the new chair would take over running the meeting.
2. Election of Officers
 - a. Chair –Jen nominated Sabrina. Jasmine seconded. All in favor
 - b. Vice Chair – Sabrina nominated Jen. Stacey seconded, All in favor
 - c. Secretary – Stacey nominated Jess. Sabrina seconded. All in favor
 - d. Treasurer – Jen nominated Stacey – Jasmine seconded. All in favor
 - e. Facilities Jess nominated Jasmine, Jen seconded – All in favor
3. Review and Approve Minutes for February 9th Meeting –
 - a. One amendment Council for Rural Development needs to be changed to Council vs. Counsel.
 - b. Jasmine makes a motion to approve. Jess seconded. Jen abstained as she was not in attendance on 2/9/22. All in favor.
4. Librarian's Report – Busy – seems back to precovid numbers, not as many using computers.
 - a. Time limit has been lifted.
 - b. Starting to talk about programs again. Hope to use United Church again through May, then back to outdoor for the summer due to the size of the basement activity room.
 - c. This last Saturday Kristen hosted the Great Iditarod Scavenger Hunt and Outside Activities. 30 people attended Saturday's festivities with many kids completing the scavenger hunt and entering the prize drawing.
 - d. All of The upcoming Yoga class for elders was posted on Friday, and filled by Sunday morning. 12 spots with 2 on the waiting list. The program will be at

Jenna's Promise with Kara. 6 weeks. Copley grant funding to cover instructor. Jenna's promise has donated space.

- e. The Roofer has us on his calendar for April to inspect and replace any slates. Hoping to get routine fixes into this fiscal year. Jeanne will check with Correctional Industries about two computer workstations funded through ARPA funds. Upper Shelving & bookcase project – early word is the lumber prices are high. Waiting to get two estimates. ARPA grant needs to be expended by July 15th.
 - f. Jasmine motioned to approve Jeanne's report as given, Jen seconded. All in favor.
5. Treasurer's Report-Year to Date – See attached.
- a. Budget passed.
 - b. Current spending is looking good.
 - c. Currently significant funds to spend before the end of the fiscal year.
 - i. Equipment capital – Computers and printers. This will be underspent this year as grant funds covered the cost of most of this line.
 - ii. building capital, building maintenance (moving, cleaning snow removal) (There may be bills that need to be paid. Jeanne will check).
 - iii. Capital Projects to still complete – roof routine maintenance, energy assessment, fence
 - iv. FY 23 projects – attic and windows.
 - v. We are pushing up against the heat budget. Jasmine asked "Do we need to be under somewhere else?" Stacey said that usually when something goes over such as heat (that we have no control over), we don't typically try to offset, but it does often even out in somewhere else in the budget. We are cognizant to not go over if we are spending vs. uncontrolled cost. Equipment fund – we will most likely not expend -this will offset the heating expenses this fiscal year.
 - d. Revenue side... Endowments look low, but this is through November, Dec.-Feb. check just arrived.
 - e. Jen makes motion to approve as given, Jasmine seconded. All in favor.
6. Facilities Update –
- a. Efficiency Vermont – energy assessment – given list of contractors from Chris... Jasmine has called 17 of 20 has heard back from 1.
 - b. Bill (retired) from the Hardwick area. He works with Efficiency VT but is not interested in doing the actual work. He is passionate about energy saving and helping us at the board determine what we want/need noting that assessments can be driven by a contractor bias...and not the organization's need. Being clear in the communication process will help us eliminate that. He is willing to help us navigate the process. Bill recommended that we call Brosseau Fuels and ask for our last 3 years of oil consumption, get the electric statement from the town, and map out occupied vs. unoccupied hours of the building. He's willing to guide

us to a point to where we can be our own advocate. His advice has been super helpful. He can help guide us to certified contractors. Next steps gather statements & hours. Jeanne said that the numbers may skew when the new furnace was installed. Jasmine will take that into account. Once this is done Jasmine will pursue the next steps while trying to find a contractor. Jeanne suggested checking back with Efficiency VT. Jasmine thought Bill will be helpful. If not will contact Chris again.

- c. Jess motioned to accept the report as given, Sabrina seconded. All in favor.
 - d. Addition to report: Stacey and Ben took a look at the building cracks as Ben has building experienced. The cracks are on both side of the building and correspond with the addition. The building is settling. Didn't think it was currently actionable. Take picture & measurement with date. Jen mentioned there are older pictures. When the addition was constructed it was connected like Lego parts. The addition was a long time ago.
7. MOU Prep: Jessica lead the process of updating the MOU for annual Selectboard acceptance. This is an annual process that was approved by both the Library Trustee and the Selectboard in 2021.
- a. It names the key library contacts,
 - b. creates a Selectboard Liaison to the Library (this person reviews the library minutes, comes to a Trustee Meeting if needed and lets the Trustees know if there is an upcoming Selectboard conversation that would be relevant for the library to be part of),
 - c. names Emergency management contacts for the town, and
 - d. sets up an annual building walkthrough/inspection with the Library Director, the Facilities Trustee & one other Trustee, the Town Administrator and/or a designee.
 - e. Jess will send to Jen as the Vice Chair to send to Brian Story and Beth Foy, Selectboard Chair to begin the annual process. Jen will copy Sabrina & Jasmine. To get on agenda & date for facilities walk.
8. Masks at JPL –The Trustees had voted to put in place a mask mandate at the library. Jeanne recommends the mandate is lifted, but that we keep recommendation as we serve vulnerable populations. We can look at it again in a month. Sabrina motions to remove the mask mandate, but to keep the recommendation. Jasmine seconded. All in favor.
9. Strategic Plan Process – Jess has not heard back from Brian. She will reach out to Brian and Beth to see if there is a plan for a town-wide strategic planning process before the library embarks on its own. Nothing else to report.
10. Stacey moves to adjourn at 6:43. Jen seconded it. All in favor.

Next Regularly Scheduled Meeting April 13, 2022 at 6:00 pm at JPL.