

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

Draft Notes for the Board of Trustee's Meeting

Date of Meeting: April 13<sup>th</sup>, 2022  
Location: Johnson Public Library  
Time: 6:00 PM

Present: Sabrina Rossi, Jasmine Yuris, Jen Burton, Stacey Waterman, Jessica Bickford, Jeanne Engel.

Draft Notes

1. Call to Order – Addition to Agenda – Discussion of Tobacco Signage Outside Areas  
6:00 -
2. Review and Approve Minutes from March 9<sup>th</sup>, 2022 Meeting
  - a. Grammatical changes
  - b. Jasmine approved, Jen seconded. All in favor.
3. Librarian's Report – Jeanne
  - a. The parking lot out back has a lot of gravel from winter plowing where tent/table go. Jasmine will reach out to Jason to check with town to see if it can be moved out and seeded.
  - b. Tent needs to go out the end of April. Help needed. Friday 29<sup>th</sup> at 10:00
  - c. Winter series with Dorigen. Invasive Plants went well. Green Burials in May – Jen will lead
  - d. Yoga is ending on Tuesday 4/19. Full class with 10-12 each session. Pause through the summer, start up in Fall.
  - e. Youth Programs. Story time on Facebook live. Start at Legion field in June. Arbor day program with Sue Lovering at the Arboretum. Seedlings from Agency of Natural Resources. Summer reading will start 6/21 – partnering with Johnson Rec. Theme: Oceans of Possibilities. Stamped 2 part book discussion group starting 4/14 with Lanpher & LUMS. Afterschool program this week and another the last week of April before the May break to prep for summer reading.
  - f. New ARPA Grant just released, \$1,964. Application opens 4/15. Deadline 5/11, Issued by 6/1, Spent 9/30. Allowable expenses - Collections, for ADA accessible, Tech, Robotics. Exploring the idea of using the funds for and ADA accessible door. This may be expensive Jeanne will check to see if we could switch current ARPA grant funds to help cover as we haven't heard from Correctional Industries about building accessible carrels? Then perhaps we can make up difference out of capital expenses? Sabrina will research cost. The board is in favor of exploring the door option. Sabrina brought up Multilingual as another option of

spending the funds if the door is not an option. A question was raised about the idea of audio books. Jeanne mentioned that they haven't been available but if anyone hears of any good suggestions to let Jeanne know.

- g. Shelving – Two carpenters have come by and looked. One is looking into cost of lumber (Still high), one doesn't have the time. Jeanne will also check with Edson to see if he does this sort of work as he gave us a quote on the fencing.
  - h. Fencing – Jasmine and Jeanne will meet before the next meeting to discuss the project and have an update.
  - i. Jess makes motion to accept Jeanne's report, Jasmine seconded. All in favor.
4. Treasurer's Report – Stacey
- a. This is a quiet time for the budget with no significant spending.
  - b. Waiting on new checks for the endowment accounts to get dividends to the town. Endowments are progressing as anticipated at this time.
  - c. We do have funds to be spent in building capital expense.
  - d. Jen moves to accept the report, Jasmine seconded. All in favor.
5. Facilities Update – Jasmine
- a. As outlined in the MOU Jeanne and Jasmine met with Brian and Mark Woodward to do an annual building inspection. They did a walk-through of the facility and focused on the front door (ADA compliant, but currently not an automatic door) and the cracks in the foundation. Advised that we get left back cracks resealed. Supportive of exploring windows in the basement. Report will be forthcoming. The Trustees discussed what format of report will be helpful in future years to best capture the process and needs of the building. It was decided that a report with bullets, areas accessed and conditions pictures, with projects to be completed this year would be sufficient. Report will be done by trustees in 45 days and presented to the select board by 90 days. The select board will decide which projects are short term and what goes into a long term plan. Discussed big projects: Door, then mechanical pieces if we don't have full funding. Sabrina asked when Copley grant is issued again. Jeanne said it was typically in December. Jeanne and Sabrina will cost door and then move onto pricing out other things (insulation and sealing the foundation). Jasmine will draft and then we will revisit next month.
    - i. Other discussion with Mark and Brian was about the sewer and why it might have backed up twice in the last 3 years. They did look at the maps. They don't know where the lines are and where the problem is coming in. What condition is the clay pipe that was installed in the 1940s. It was suggested that we should attend a village meeting to be part of the conversation as they are putting in a new storm water system. While they have the library street dug up perhaps they can look at the library's sewer lines. Idea of sending a scope down to assess the situation. Town building responsibility and should still be in the MOU. Brian is checking with the village on their timeline.
    - ii. Roof – drone images sent to the contractor. Waiting to hear back from contractor about replacement/repair of missing/damaged slate.

- iii. Jen moved to accept the report, Stacey seconded. All in Favor.
  - b. Efficiency VT – Jasmine still has been having trouble hearing back. Mark as the select board Liaison has good insights and can help prioritize projects. Jen moved that we no longer work through Efficiency Vermont right now. Sabrina seconded. All in favor.
- 6. Tobacco Signage Outside Areas – When the library signed onto the VT Department of Health’s 3-4-50 campaign there had been a discussion around the possibility of smoke-free signage for the ramp. This had been tabled due to the ramp renovations. Jessica asked to put it back on the agenda as Healthy Lamoille Valley has funding for the signage and time in this year’s work plan to complete. The trustees were in favor of Promoting Healthy Community Smoke/Vape Free Property signage and suggested that it also include the picnic areas. Jessica will bring drafts to the May meeting for ramp and picnic areas.
- 7. Policy Review Procedure  
Sabrina suggested the idea to create a cycle of review. Currently the oldest policy is the bylaws last approved in 2019. Job Descriptions were next oldest in Feb. 2020.
  - a. Discussion of how often we review we could choose a month to review. Short processes vs. longer policy review.
  - b. 9 policies & 4 job descriptions.
  - c. Create a cycle to stagger on 3 year cycles. Jen will present a proposal for review at next meeting.
- 8. Adjourn Jen 6:58, Stacey seconded. All in favor.

Next Scheduled Meeting: Note Next meeting is Tuesday, May 10<sup>th</sup>, 2022 not Wednesday May 11<sup>th</sup> due to schedule conflicts.