

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

Approved Minutes for the Board of Trustees Meeting

Date of Meeting: October 12th, 2022

Location: Johnson Public Library

Time: 6:00 PM

Trustees Present: Sabrina Rossi, Jasmine Yuris, Stacey Waterman.

Librarian: Jeanne Engel

Agenda

1. Call to Order - 6:03 pm
2. Review and Approve Minutes from September 13th, 2022 Meeting Approved with minor spacing and grammar changes. Jasmine moved to accept. Stacey seconded. All in Favor.
3. Librarian's Report - Jeanne - All is well.
 - a. Back up to pre-Covid numbers for visitors and circulation.
 - b. Electrician came. Replaced lights on right side of building. Might still be a problem with them coming on consistently. Electrician wasn't comfortable that high up anymore. Might need to look for another electrician, Jeanne will investigate based on recommendations.
 - c. VT Libraries sent out information on strategic planning training. Will be recorded, Jeanne sent information to Sabrina and she will forward to trustees. Would be great if could go through training when the library and/or town is ready to do some strategic planning.
 - d. Jeanne noted that the library is on the Selectboard agenda for 10/17 regarding the MOU and signing the 2022 Assessment.
 - e. Stacey moved to accept, Jasmine seconded. All in favor.
4. Treasurer's Report – Stacey
 - a. Jeanne and Stacey had met to start FY 24 budget. Stacey distributed drafts for review and noted key changes.
 - b. Ensure that enough money available in Building Capital -reviewed anticipated projects for 2023 and 2024 including windows, automatic handicap door, and other projects listed in the building assessment. Determined to keep the building capital the same and begin work toward RFPs on major projects.
 - c. Lowered anticipated endowments.
 - d. Bulk fuel – no decisions had been made, waiting on town.

- e. Stacey suggests we vote on budget in November with these numbers.
 - f. Sabrina moved to accept, Jasmine seconded, all in favor.
5. Facilities - Jasmine
- a. Storm Water Project - Unable to attend village meeting because the library wasn't included on the agenda. Drafted an e-mail to the village and town to start collaborative work with town and village, ensure financing when road torn up.
 - b. Jasmine and Sabrina met with Brian regarding building assessment and MOU. Determined would need to rephrase process in the MOU for annual assessment to be 3 or 5 years. Process is too complicated otherwise. Assessment was looked over, corrected wording on responsibilities, and will be reviewed at 10/17 Selectboard meeting for signatures. Library will start on their tasks for the current fiscal year.
 - c. Spring – Roof – Jeanne will call again.
 - d. Basement windows – Jasmine will start process to get RFPs to replace.
 - e. Contractor is needed to do attic, cracks in foundation. Current contractors unable to do work.
 - f. At November meeting, go through building assessment and assign other tasks to library board members.
 - g. Sabrina moved to accept, Stacey seconded, all in favor.
6. Policies
- a. The Board will review the Bylaws approved in 2019 at the November meeting.
7. Library work day
- a. 10/15, meet at noon. Put away tent and picnic tables. Paint railing.
8. Adjourn - 7:12 Stacey motioned, Jasmine seconded, All in favor.

Next Regularly Scheduled Meeting: November 9th, 2022