

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

## Final Minutes for the Board of Trustee's Meeting

Date of Meeting: November 9<sup>th</sup>, 2022

Location: Johnson Public Library

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

### Agenda

1. Call to Order 6:02
2. Review and Approve Minutes from October 12<sup>th</sup>, 2022 Meeting, Jasmine motioned, Stacey seconded, all in favor.
3. Librarian's Report – Jeanne
  - a. Request from Lisa Crews to paint the art room downstairs. They will provide paint and labor. Youth friendly.
  - b. Finished up the most recent ARPA grant. 202 equity books mostly in youth departments.
  - c. Meeting with Eric Bailey, Village Administrator.
  - d. Jessica makes motion to accept Jeanne's report as given, Jasmine seconded, all in favor.
4. Treasurer's Report – Stacey
  - a. Review of proposed budget – Jen moved to accept the budget draft and advance it to the Selectboard, Jasmine seconded, all in favor.
5. Facilities Update – Jasmine
  - a. Update on MOU, Assessment, Meeting with Selectboard – Jasmine and Jessica went to the Selectboard meeting. Presented the assessment and financial agreement. Signed off on the assessment. Financial pieces – Selectboard not willing to sign off unless they know what it will cost. Quotes only good for three months. Now have a quote from Poulin. Quote came out to \$16,878 for all 7 windows. This quote is currently for vinyl Harvey windows. Jeanne noted that the windows in the back do not currently fully close. This is concerning going into the winter. (Side discussion about purchasing rigid foam insulation to cover this winter. Up to \$30 each for the larger ones)
    - i. Question if the windows could be vinyl or do they need to be wood where it is a historic building. Called Devin Colman, State Architect Historian with the Vermont Division of Historic Preservation. He responded that if we used state or federal funding we would have to seek out their official feedback to that question. If we use our own funding we

can do what we want. Building is on Vermont Register of Historic Places. It has been deemed one of the most important pieces of architecture in the village. Currently we are vinyl windows, due to the nature of the location of these windows (basement) vinyl would be the best with the moisture.

- b. Insulation. Northern Precision Foam came out to do a quote.
    - i. \$3,300 foam for the whole attic.
    - ii. A bidding process is needed to get three quotes before the project can proceed to be in accordance with the Town's purchasing policy.
    - iii. Jess makes a motion to advance the attic project and get two more bids, Sabrina seconds, all in favor.
  - c. Other task is roof slate repair/replacement. Anticipated to be \$1,000.
  - d. Tasha Wallace, the Executive Director of the LCPC was at the Select Board meeting and said there was funding available to support historical buildings. Jessica will reach out to Tasha to get more information on the grant opportunities.
  - e. Erik Bailey, Village Administrator came by this week and met with Jeanne. Jeanne shared the issues with the sewer and asked that it be considered with the storm water project. Erik will look at timeline and will get back to Jeanne. It is \$100/foot to replace sewer lines. He said this is a great opportunity to figure it out.
  - f. Assessment List Tasks – Sabrina looked at the 22/23 building assessment list. Projects currently being addressed: Roof, attic insulation, and windows are in process. Sabrina has asked a contact about automated doors to advance that project. Jasmine has emailed contact for guidance about the cracks.
  - g. Jen moves to accept the facilities report, Sabrina seconded. All in favor.
6. Policies
- a. Bylaws Review
    - i. Discussion about the evaluation process. New language proposed in item to include a timeline. C. Perform evaluation of the Library Director. 3 months after initial hire. 1 year after initial hire. Bi-annually henceforth.
    - ii. Discussion of terms. Should we shorten terms away from the 5 years? Discussion tabled.
7. Adjourn - Jen motioned to adjourn at 7:17, Stacey seconded, all in favor.

Next Regularly Scheduled Meeting: December 14<sup>th</sup>, 2022