

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

Draft Meeting Minutes for the Board of Trustee's Meeting

Date of Meeting: May 10th, 2023
Location: Johnson Public Library
Time: 6:00 PM

Agenda

Present: Trustees: Sabrina Rossi, Stacey Waterman, Jasmine Yuris, Jessica Bickford. Librarian: Jeanne Engel. Community: Kelly VanDorn

1. Call to Order – 6:00 PM
2. Review and Approve Minutes from April 12th, 2023 Meeting Jess noted that it still said “Agenda” and changed it to “Minutes.”
Jasmine motioned to accept the meeting minutes, Stacey Seconded, All in Favor.
3. Librarian's Report – Jeanne
The library got the Vermont Electric Coop Grant for \$1,000 for shelving for basement program storage.

Jeanne met with Lamoille County Conservation and Planning Commissions, and Town and Village representatives to discuss the storm water project. They are thinking to create an underground basin along the tree line, under the parking lot, and along the fence line. There will be manholes. The project managers are looking into grants for riverbank restoration to potentially ease flooding in the area. This project is potentially scheduled for 2024. Seth inquired if the trustees would want to put an addition to the library in the future as this might impact plans. While there are no current plans, it's good to keep options open.

Sewer Line clarification. It is the town not the village.

Jeanne got an estimate for the upholstery for \$200 for labor. Sabrina will look at fabric samples and make a recommendation.

Kristen asked about prayer flag location. The front is fine.

Summer reading is starting late June.

As we look at possible upcoming grant projects (Application due in the Fall). The Bylaws are vague around decisions. Jeanne asked that we define more. The trustees are ultimately responsible with input from the librarian. Jeanne is happy to meet and open door. There are always things that come up... a snowball effect. Library duties sometimes get set aside. The decisions should be the board. If we get larger grants then we will have more projects going. Should we have two trustees take it on before the big grant comes through. We might consider revising the bylaws that the vice chair might help support facilities. Jasmine makes a motion to review the bylaws for roles, Stacey seconded, All in Favor.

Stacey Motioned to approve the minutes, Sabrina Seconded, All in Favor.

4. Treasurer's Report –

- a. Discuss Checking Account – Jasmine went to the Select board meeting in April to report on the insulation project and the checking account came up. The select board will discuss on the May 15th. Stacey routinely includes the checkbook in her reports that go to the select board. Rosemary is the co-signer on this account. The checking account was established decades ago before the library had oversight from the town. There is full accounting. It is in the town report. It is in Vermont (SS143) Statute that allow library trustees to “receive, control, and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library.” The VT Department of Libraries is hiring a consultant for library operations will be able to answer legal questions. The individual will be starting within a few weeks. This question could be submitted there.

Jessica motioned to accept , Sabrina, All in Favor

5. Facilities Update –

- a. Spring Clean Up: 5/12 at 3:30/4:00 – (Rake, weed, etc.)
- b. Insulation: The library is set to receive a \$5,000 rebate on the insulation upon completion of the work. This will be installed June 12-14. The library will be closed during this work.
- c. The roof got fixed. We are waiting for the invoice.
- d. Painting the fascia.– We talked to a local painter and it would be over \$1,000 and will need to go out to bid. This project needs to be done every 10 to 15 years. It is estimated that this was last done 15 years ago.
- e. Railing – There is rust on the railing. Jasmine will call LWI to check how this should be aging.

Jess Motioned to approve the minutes, Stacey Seconded, All in Favor.

6. Library Director Assessment – Sabrina updated the form. May board meeting will distribute the assessments to be completed within two weeks and goes back to the

chair. The chair will distribute the responses back to the board. These reviewed in Executive at the June board meeting. Librarian will also do a self assessment.

7. Board Vacancy – Sabrina has reached out to the select board who will post it on FPF. Then the trustees will make a recommendation. Jen submitted her resignation. Sabrina reached out to Kelly to sit in if she was still interested as she had run when this seat was last on the ballot.
8. Policies and Procedures – We will review bylaws next meeting. Others slated to be reviewed this year are the “library addendum to the town of Johnson personnel policy” and the “JPL conduct policy.”
9. Due to the library closure on the 14th we will be meeting on June 15th for the next scheduled trustee meeting.
10. Adjourn Jasmine motion to adjourn at 7:17, Stacey Seconded, All in Favor

Next Regularly Scheduled Meeting: June 15th, 2023 (NOTE CHANGE)