

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

Draft Minutes for the Board of Trustee's Meeting

Date of Meeting: June 15<sup>th</sup>, 2023  
Location: Johnson Public Library  
Time: 6:00 PM

Present: Jasmine Yuris, Sabrina Rossi, Stacey Waterman , Jess Bickford (Arrived late – 6:15), Jeanne Engel for portions of the meeting.

Notes

1. Call to Order 6:01, Jessica notified Sabrina that she would be running late. Note were kept to pass off to Jessica.
2. Review and Approve Minutes from May 10<sup>th</sup>, 2023 Meeting  
Jasmine motioned to accept with small changes, Stacey seconded, All in favor
3. Librarian's Report – Jeanne  
Busy month with prepping basement and trying to get in vacation time before losing due to fiscal year.  
Prepping for summer reading. Have the schedule for summer reading and kickoff party on June 29<sup>th</sup>. Happening at legion field. Recreation board helping as well. Youth volunteers welcome, need all the help we can get.

About all Jeanne has as far as next couple of weeks – will share other items during maintenance portion of the agenda.

Motion to approve Stacey, Sabrina second, all in favor.

4. Board Vacancy:
  - a. Meet and Greet Potential Trustee Candidates – start at 6:15
    - i. The board met with candidates (Kelly Van Dorn, Krystal Woodward, Aurora River, and Suzanne Dodge) for the open trustee position. This is the vice chair position and will need to be helping with possible grant funded building projects. Candidates were given the opportunity to hear about the role of trustees and to ask questions.
  - b. Executive Session: To discuss the recommendation for the open trustee position. Entered: 7:31- 7:59. A candidate was nominated and Sabrina will put the name forward to the selectboard.

5. Treasurer's Report – Stacey – All of fiscal year 2023 endowment dividends from the have been turned over to the town. Consistent with the estimated year end that was given to the select board during budget season. Last item is to look at donation spending and turning that over to the town.

Sabrina found the contact of the individual of the VT Department of Libraries to share with the Select board that they requested.

Motion to accept report – Jasmine , Sabrina seconded. All in favor.

6. Facilities Update – Jasmine  
MP Foam was done in this week. Stacey noted that we need to get the bill submitted for this fiscal year. Jasmine will follow up with MP Foam about project completion and bill. Furniture was moved in preparation. Odd pieces of furniture that were no longer needed (no resalable value) were put out with a free sign. There is still some out front that has not been taken. Sabrina will reach out to Jason to see if the town can pick it up. Jeanne noted the need to look at the vent over the door before winter. Jim Bradley is coming back to do a blower door test. Ask him if the vent has a purpose and for recommendations as to the proper next step.

Motion to accept report - Jessica, Stacey seconded. All in favor.

7. Library Director Assessment: Continued executive session to combine the individual trustee assessments into one assessment to be shared with the Library Director: 7:59 – Executive session was ended at 8:13. Outcome: Sabrina will deliver Jeanne's assessment to her.
8. Policies and Procedures – Delegated Pre-meeting review and ensure that it aligns with other policies. Bring recommendations to the next meeting.
  - a. Conduct Policy –Stacey
  - b. Library Addendum for Personnel Policy – Jessica
  - c. Open bylaws to add information for vice chair. – Sabrina

9. Adjourn 8:20 Jasmine motioned to adjourn, Stacey seconded. All in Favor.

Next Regularly Scheduled Meeting: July 12<sup>th</sup>, 2023