

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

Minutes for the Board of Trustee's Meeting

Date of Meeting: July 12th, 2023

Location: Legion Field

Time: 6:00 PM

Present: Jessica Bickford, Stacey Waterman, Jasmine Yuris, Krystal Woodward, Jeanne Engel, Kristen MacDowell, Brian Raulinaitis, Eben Patch (arrived 6:24)

1. Call to Order at 6:00, Stacey volunteered to take minutes.
2. Elect New Chair - With departure of Chair Sabrina Rossi, Stacey nominated Jessica as interim chair, Jasmine seconded, all in favor.
3. Review and Approve Minutes from June 15, 2023 Meeting - Jessica motioned to accept with small typo change, Jasmine seconded, all in favor.
4. Librarian's Report – Jeanne reported that she doesn't have a typical librarian's report in light of this week's flooding.
5. Board Vacancy:
 - a. Review Sabrina's resignation - Sabrina has stepped down as chair for personal reasons. Jasmine motioned to accept resignation, Jessica seconded, all in favor.
 - b. Thank you notes for recently resigned trustees were signed. Krystal was welcomed as new trustee.
6. Treasurer's Report – Stacey reported on end of fiscal year 2023 including money transferred to Town for both the insulation bill and for donation money spent in 2023. Funds budgeted in both building maintenance and building capital expense line items were expended in 2023. Recent roof work has not yet been paid for as we still don't have answers about the bill from the roofing company. The bill will be paid from the 2024 budget when we have more details regarding the charges.
7. Facilities Update – Brian R. gave an update on the state of library after flooding this week. All wallboard and trim in basement activity room must be removed, new insulation in basement should be fine, basement ceiling will be removed, furnace may be nonfunctional. Jeanne added that Brosseau will come out and check furnace. The hot water heater will need replacement. Electrician will come this week to check safety for power to get turned back on. Cleaners will need to be hired. Heating oil will need to be pumped out as it probably has water in it. Carpet on main floor will need to be removed and replaced, everything that is not wet will need to be moved to storage unit so carpeting can be replaced. Volunteers should not be in the basement as it is a biohazard - we will need professionals. It is OK to have volunteers in the main floor moving materials. There are two broken windows. Sand has been removed from back of

building, Town laid stone behind in the parking lot in prep for the storage trailer, which is expected tomorrow. Jeanne added to make sure to save receipts for cleanup materials and turn in to Rosemary. Jessica added that any wet books have to be disposed of, but first need to be scanned to remove from system. Some materials will need to be culled as there is too much to fit into storage container. Eben arrived 6:24 and reported that ServePro will be meeting with town tomorrow at 7:30 am to assess the town offices, fire department and library. Eben offered a generator for use at the library. Casella will drop off a dumpster tomorrow in front parking lot. Eben wants to get state fire marshall in to check structural integrity and electrical. Brian will meet Eben for generator. Jeanne wants to make sure that the library is included with the town for FEMA declaration. Jessica asked about who will clean out basement, Eben says ServePro will rip out rugs and basement wall board, ceiling tiles, etc. Eben left at 6:37. Jessica asked best way to contact everyone about progress and when help is needed. Everyone agreed a group text. Jeanne will order new wet vac and dehumidifier as the others were in the basement. Krystal suggested the need to be methodical about how we put things back into the basement. Wheeling racks would be good but the ceiling is too low for current racks to fit through. Jeanne noted that totes were easy to move and more things should be stored in totes. Jeanne will text update after meeting with ServePro. Several people have volunteered to help tomorrow. Jeanne reminded group that Dept. of Libraries says that we need a list of books that get thrown out in order to be reimbursed by FEMA. Also they need to be scanned to be removed from our catalog.

Jasmine reported that Shayne Spence will be the new library liaison from the select board. Stacey motioned to accept the facilities report, Jessica seconded, All in favor.

8. Orientation Process for New Trustees - Jessica outlined steps for new trustees, noted that the trello cards will be sent, Jeanne will meet with new trustees about relationship between trustees and staff, Jessica will meet about policies and procedures, Stacey will meet about budget and endowments.
9. Policies and Procedures - will will table these topics until a later date.
10. Early Timeline Sketch for Updating Needs Assessment - We will table this until later.
11. Entered Executive Session at 7:05 pm to nominate a new recommendation to the Selectboard for fifth spot. Exited executive session at 7:09 . No decision made. Jessica will check with Beth about protocol for filling new vacancy.
12. Adjourned at 7:14pm. Jasmine motioned, Stacey seconded. All in favor.

Next Regularly Scheduled Meeting: August 9th, 2023