

Johnson Public Library Board of Trustees
Meeting Minutes September 21, 2023
6:00 pm Masonic Temple Basement

Present: Jeanne Engel, Kelly Vandorn, Krystal Woodward, Stacey Waterman, Jasmine Yuris

1. *Call to Order:* Kelly called the meeting to order at 6:05.
2. *Adjustments or Additions to the Agenda:* There were no adjustments or additions necessary.
3. *Discussion of Temporary Chair Vacancy:* Stacey motioned for Kelly to become the temporary chair, Jasmine seconded, and all were in favor. Stacey and Jasmine will alternate note taking each month that Kelly acts as Chair. Jasmine agreed to take the notes for this meeting.
4. *Review and Approve outstanding Minutes:* The Minutes from the July 24th and August 3rd meetings were reviewed. Jasmine made a motion to approve the minutes from the July 24th meeting, Stacey seconded, and the motion passed. Stacey made the motion to approve the Meeting Minutes from August 3rd. Krystal seconded and the motion passed.
5. *Librarian's Report – Jeanne:* Jeanne reported that over 60 community members came to the first day we were open in our new location, some bringing snacks and treats to share in celebration. The Computers have now been set up and there has been a steady flow of traffic since opening. Since considering the timeline of the repairs that will take place at the Library, Jeanne is realizing they will be in this location for longer than anticipated. She would like to move the two large bookshelves being stored at the Library to the Masonic Temple to have more Adult novels available to patrons. She would also like to move the book drop from the Library to the Masonic Temple and somehow chain it to the railing of the ramp. Books are being dropped at the Library, and recently, books were left outside of the drop in the rain. It would be easier to have a better handle on book circulation with it being at their temporary location. Kelly agreed to help with the moving of the two shelves and the book drop.
There are a few pieces of furniture left at the Woolen Mills that Jeanne would like to move to the Masonic Temple so we are no longer taking up any space that they graciously allowed us to use. Stacey agreed to help move that furniture, and will reach out to other trustees when she finds a time and day that works for her.
Brosseau will come and clean the vents soon, and will wire the furnace with temporary power. Jeanne also noticed that the ramp leading to the Masonic Temple location gets slippery when wet. It was decided that we will apply waterproof strips of non-slip material.
A neighbor close to the Library asked if they could park their car at the Library temporarily because there is often nowhere for them to park in their apartment building's designated spots. They would only use the parking before snow comes and plowing needs to happen, and will stop parking there once contractors need those spots. The board agreed this was fine, and

Jeanne will call the Sheriff with their plate number to assure their car will not get towed. Stacey moved to accept Jeanne's report, Krystal seconded, and the motion passed.

6. *Treasurer's Report – Stacey:* Stacey will present the Trustees with the proposed budget draft next month. It's difficult to tell what the new expenses in the temporary location will be (i.e.; electrical), but there are many expenses that are not being spent because of our shift in location. Kelly moved to accept the Treasurer's report, Jasmine seconded, and the motion passed.

7. *Facilities Update – Jasmine:* Because of Brian's bid for the general contracting for the Library, Jasmine has been hands off with that process. Instead, she has painted a "Johnson Public Library" sign for the temporary location with a group of kids from the community, and will get it set up outside the building soon. Stacey moved to accept Jasmine's report, Krystal seconded, and the motion passed.

8. *Overview/Review of bids – Krystal:* There was one General Contractor bid, which was for \$124,831.25 from Valley Repair and Renovations. Krystal and Jeanne walked the building with Brian Raulinaitis (owner of Valley Repair) to determine and discuss the work that needed to be done. Brian has been involved since the day after the flooding event, volunteering his time for the Library. The board agreed that the price seemed appropriate for the scope of work needed to be done and the assurance that Brian knows the project intimately and has been involved from the beginning.

There were two electrical quotes; one from 802 Electric LLC for \$4,700 and the other from Gould Corp. Electrical for \$17,125. There was conversation amongst the Trustees that, while Dustin from 802 Electric was timely and helpful in the immediate need to temporary power, there was concern that the quote, which didn't give information outside of hourly rate, did not cover all the needs presented in the RFP. The board feared that Dustin would be locked into a fixed amount with an expectation to fulfill a wider set of expectations than he had potentially budgeted for. Because of the timeline for making our recommendation and the fact that the bids needed to be reviewed as is, the Board would not have time or the ability to have further conversation with Dustin, nor would Dustin be able to adjust his bid. Gould Electrical gave a thorough list of materials and action items that were all addressed during the walkthrough they did with Krystal in the Library.

9. *Discussion and decision to make recommendations to the Selectboard:* In Valley Repair's general contracting bid, it is mentioned that no sheetrock will be used in the basement. Krystal would like to check in with the Fire Marshal to see if the ceiling must be covered. There was also discussion about who will be fronting the bills for these bids. Krystal will confirm with the Selectboard to assure that the town will cover the costs. Stacey made a motion to accept Valley Repair and Renovation's bid for general contracting, contingent on the full payment by the town and how the reference checks came back. Kelly seconded this motion, and the vote passed. Jasmine abstained from this vote.

Based on information given in the bids, the board decided that it was most appropriate to go with the electrical bid that was the most thorough, and the company who had done a walk-

through with Krystal. Krystal made a motion that we recommend Gould Electrical to be granted the job, Jasmine seconded, and the motion passed. Kelly will write to Beth and Tom to inform the Selectboard that we recommend Valley Repair and Renovation as well as Gould Corp. Electrical to complete the work as presented in the RFPs.

10. *Logo/Website – Krystal:* Krystal would like to present the board with a few logo ideas, as well as revamp the website in ways that would make it more user friendly, timely, and efficient. She has years of experience and enjoys doing this work. Jeanne and Stacey mentioned that any changes to the website should ultimately be able to stand alone, without Jeanne or Kristen having to put more time into it. Krystal agreed that the website shouldn't take time out of their Librarian duties and that it should continue to act in similar ways that it already does, she just thinks it could use some work. Everyone agreed that Krystal should present Logo ideas and continue this conversation about website changes.

11. *Unfinished Business:* All business was finished.

12. *Adjourn:* Kelly made a motion to adjourn at 7:26 pm. Jasmine seconded and the motion passed.

Next Regularly Scheduled Meeting: October 11, 2023