

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

Final Meeting Minutes for the Board of Trustee's Meeting

Date of Meeting: December 11th, 2023

Location: Mason Lodge (Temporary Johnson Public Library)

Time: 6:00 PM

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

1. Call to Order – 6:11 pm
2. Adjustments or Additions to the Agenda: None.
3. Review and Approve Minutes from November 15th, 2023 Meeting: Under 5b all instances of “endorsements” should read “endowments.” Under 5e the monies received from Efficiency Vermont went to the town clerk for reprocessing for future library use. Jasmine moved to approve the minutes with these changes. Stacey seconded, all in favor.
4. Treasurer's report:
 - a. At the 1/10/24 meeting John Polancheck from UBS will be visiting to talk about the endowments.
 - b. Reserve fund: Stacey's discussion with Tom and resulting research from VT League of Cities and Towns provided guidance that the trustees would need to put in an article to approve in the town meeting.
 - i. Important to include purpose of reserve fund, how the funds will be allocated, and the name of the fund.
 - ii. Review the historical society article from the 2019 town meeting.
 - iii. Reviewed the Hyde Park library reserve fund language.
 - iv. Trustees worked on the wording for the article and Stacey will send to Tom for review.
 - c. Jeanne will check on salary increases of other town employees and Stacey and Jeanne will work with Tom to let him know that librarian increases are in alignment with other town employees.
 - d. Jasmine motioned to approve the treasurer's report, Kelly seconded, all in favor.

5. Librarian's Report

- a. More than 100 people came through the library for the Johnson Jubilee on 12/9.
- b. Christmas and New Years fall on Mondays and the library isn't open on Mondays. Jeanne let the board know that her and Kristen will take their vacation days on Tuesdays after these holidays.
- c. Snowshoes were lost in the flood. Due to the season and the upcoming collaboration with the Conservation Committee for the Spring Snowshoe Walk in March, these need to be replaced. Jeanne has been checking on prices to replace 6 adult and 2 youth pairs of snowshoes. PowerPlay quotes \$850 total. Jeanne will be checking other merchants and would like to utilize the money raised from the historical society \$561 toward them.

6. RFP for Repair to Library

- a. Draft RFP came through and the board reviewed. Concerned there are topics not included under the library repairs including:
 - i. Forced Air Furnace
 - ii. Windows in basement
 - iii. Sump Pump
 - iv. Insulation
 - v. Drywall in basement – seek alternative to drywall due to flooding
 - vi. Door to basement – swollen from all the water and not properly closing.
 - vii. Water Heater movement from basement to bathroom
 - viii. Flooring in all rooms on the main level
- b. Kelly and Jeanne drafted an email and sent to the town asking to look into including these repairs.
- c. Content of the building will be covered by separate insurance, but caps at \$5000 under Vermont League of Cities and Towns and Jeanne estimates the loss of materials and furniture is closer to \$10,000 - \$15,000 after inventory.

7. Bylaw Review

- a. Selectboard came forth with question regarding process for filling vacancies on the library board. Trustees have been following their bylaws, but agree the process could be reconsidered.
- b. Jeanne and Kelly worked with Kevin Unrath at the VT Department of Libraries inquiring about standard process. Kevin provided documentation that there is not a standard procedure across libraries and it is up to the individual bylaws. A motion has to be made to the board to make a change to the bylaws, they have to be discussed at the following meeting, approved at the following meeting, and effective 90 days later.
- c. Jasmine motioned to change the bylaws so that the selectboard doesn't have to be part of the process to fill a vacancy between town meeting dates. Kelly seconded, all in favor.

- d. The Bylaws will be reviewed to alter at the regularly scheduled January 10th, 2024 meeting.

8. Town Report

- a. Board discussed ideas of information to include in the town report. Ideas included thankful for the volunteers and donations, update on the library, and activities.
- b. Sabrina will send information, Jessica will send information, and Kelly will draft.
- c. Stacey has sent annual expense report to Kelly already.

9. Thank you Notes

- a. Board worked on thank you notes for individuals significant in the recovery of the library and setting up the new space.

10. Facilities

- a. Toilet is fixed at the library
- b. Winterization starting on 12/16
- c. Jeanne discussed regular check-ins at the library ensuring the heat is on. Board discussed major concern was the water. Determined best to turn the water off until full reconstruction started so no additional risk.

11. Adjourn 7:50 pm. Stacey motioned, Jess seconded, all in favor.

Next Regularly Scheduled Meeting: Wednesday, January 10th, 6pm.