

Johnson Public Library

P.O. Box 601
Johnson, VT 05656

Final Meeting Minutes for the Board of Trustee's Meeting

Date of Meeting: January 10th, 2024

Location: Mason Lodge (Temporary Johnson Public Library)

Time: 6:00 PM

Present: Trustees: Kelly Vandorn, Stacey Waterman, Jasmine Yuris, Sabrina Rossi

Librarian: Jeanne Engel

1. Call to Order – 6:07 pm
2. Adjustments or Additions to the Agenda: None.
3. Review and Approve Minutes from December 13th, 2023 Meeting: No changes.
Jasmine moved to approve the minutes, Stacey seconded, all in favor.
4. Treasurer's report:
 - a. UBS representative was supposed to come this evening, but he didn't arrive, perhaps due to weather. Stacey didn't hear back from him, so she will check in.
 - b. Stacey was requested by Selectboard to review/answer questions on library budget at 12/22/23 meeting. Unfortunately, she had other commitments and was unable to attend. She spoke with Tom who noted he could present if necessary. As of now, Stacey has not received any questions.
 - c. Tom reviewed the article regarding the reserve fund for the library and modified one word and was going to present to Selectboard. Stacey hasn't received feedback regarding this status and is unaware if the article has been presented yet.
 - d. No other updates. Jasmine motioned to accept the Treasurer's report, Kelly seconded, all in favor.
5. Librarian's Report:
 - a. Jeanne was requested to submit an inventory of damaged library materials and contents of the library for insurance purposes. She completed the inventory of damaged books and materials and submitted them to the town. She is now working on the inventory of damaged contents including furniture. The trustees went down the list to assist Jeanne with figures and estimates for itemized items such as antique furniture destroyed in flood. Jeanne will submit to town as well.

- b. Yoga at Jenna's promise is going well and so far they had 16 participants.
- c. The library will be starting the knitting group again, more to come.
- d. Kristen is continuing with story time each week and is starting up school age programs on Saturdays. She will host one in January and is aiming for 2 in February.
- e. The Vermont Department of Libraries annual report for the library is due and Jeanne is working through the questions. Once she completes, she will send Kelly to review.
- f. Kristen and Jeanne are working on the town report as well and will submit to town.
- g. Jasmine asked about dates for Vermont Libraries Grant. Jeanne had reached out to Kevin Unrath at the VT Department of Libraries, and he stated that there will be floating dates but there is not an identified concrete start date yet.
- h. Stacey motioned to accept Librarian's report, Jasmine seconded, all in favor.

6. Facilities update:

- a. RFP for library repair was opened December 22, 2023. There was an open day at the library for potential contractors to visit the library and two contractors stopped by the library to evaluate.
- b. Kelly noted upon examining the RFP that was released there are still items missing from the list and the changes/considerations the library trustees requested after the December meeting were not included in the RFP.
- c. Kelly will contact the town and ask that the trustees be included in the process of reviewing the bids before a decision is made and work collaboratively with the town. Sabrina pulled up the Memorandum of Understanding between the Selectboard and the board of trustees and reviewed that per the MOU the two are to work together prior to contracts on the library. The library wants to ensure that the library is reinstated to its prior state in conjunction with the town efforts.

7. Large table and chairs refinishing

- a. Jasmine presented that her and Jessica would hold off on having the table and chairs refinished until there was a more established timeline on the restoration of the library. Once a contractor is identified, they will work with them to ensure the table is out of the workspace. Currently the table is safe and dry and in free storage at the empty library. Once reconstruction begins, the table can be moved to be restored. Ideally the table wouldn't have to be moved more than a few times. However, if it had to be stored in the temporary library, there would be space by folding up other tables.
- b. Jessica and Jasmine will work on gathering bids for the refinishing of the damaged table and chairs. Jeanne suggested VT Woodworkers who may be able to do it or have resources and contacts to complete. A major concern

for the table is the carving in the center of the table. Jasmine will work with Jessica to begin this process.

8. Bylaws review
 - a. The board needs to update the bylaws but would like the full board to be present for revisions. Additionally, Sabrina reviewed other notes from previously in the year and identified other areas of responsibility in the Bylaws that board had discussed, but never addressed due to change of focus after flooding.
 - b. Sabrina suggested that she resend all Bylaws to the board electronically for evaluation and the board can review for roles and responsibilities as well as trustee selection process at February meeting. All agreed.

9. Trustee Annual report
 - a. Kelly presented, board read and agreed to contents.

10. Unfinished business – none, however Kelly acknowledged next regularly scheduled meeting would be on February 14th. Board discussed and changed meeting to the week prior.

11. Adjourn 7:25 pm
 - a. Stacey motioned, Jasmine seconded, all board members in favor.

Next Meeting: Wednesday February 7th, 6 pm.