

Johnson Public Library Board of Trustees
Meeting Minutes: December 11th, 2024

Present: Jeanne Engel, Jessica Bickford, Stacey Waterman, Kelly Vandorn, Jasmine Yuris, Sabrina Rossi

Date of Meeting: December 11th, 2024

Location: Temporary Library Space in the Masonic Lodge

Time: 6:00 pm

Agenda:

1. **Call to order:** 6:08 pm
2. **Adjustments or Additions to the Agenda:** Add: Design of Building/Meeting with architects once chosen.
3. **Review and Approve minutes for the November 18th meeting.** Change under 4i, GMLL should read GMLC. 5V, correct Baccus to Backus. Kelly moved to accept minutes, Jessica seconded, all in favor with these minor changes.
4. **Treasurer's Report – Stacey**
 - a. Comments on budget passed on to Stacey by Tom from the Selectboard. Noted that expenses rising, but income decreased. Stacey sent back response with feedback from Kelly and Jeanne stating assumptions being made for budget as potentially half of year will be in new building location such as energy lines since it is for FY26. If library has to make cuts, will evaluate. Have not heard back at this point.
 - b. Reserve fund – discussion at to Selectboard to add to Warning: Discussion regarding whether the issue should go on warning developed into a greater discussion on the reserve fund including purpose, and ownership. Library board noted that as a municipal library, ultimately ownership of the town, but managed and advised by the Library Board of Trustees. Ultimately the Selectboard approved that it will go on the Warning. Stacey is working on wording with Tom of the Reserve Fund.
 - c. Stacey generated annual library financial report and handed out for review. This will go in the town report. Financial report included all grants received this year. Jeanne inquired regarding carry over funds from FY 2024, Stacey noted that Rosemary tracks this and will check in on this and the balance.
 - d. Kelly motioned to accept the Treasurer's report, Jasmine seconded, all in favor.

5. Librarian's Report - Jeanne

- a. Jeanne has been talking to Jeff at College library. Moving furniture out of second floor for nursing program. Jeanne was asked about and she went to look at. They have extensive bookshelves available, and 174 feet offered to Jeanne. Jeanne is thinking of the new building and how the large table will likely not be in the front room and thinking shelving may be useful. Shelves are stationary and Jeanne notes with a proper meeting room, the library wouldn't need to have moving shelves. They come in 3 foot increments (Jeanne handed around phone with photos). An online estimate of new shelving would be approximately \$8000, so that would be a savings to the library. Kelly inquired about storage. Jeanne noted they do break down and then are just a metal post and metal shelves that can have a nice wooden end cap added to them as depicted in the photos. Jeanne doesn't believe would take up much storage overall. Proposed could accept 100 feet and if don't use on main floor, would be able to use in the basement. College also offered library desk carrels and thought could get 2 with 2 seats each. Jeanne notes they are all in really good quality shape. Kelly noted that we would need to look for place to store them until Library moved. Jasmine proposed storing with remaining shelves at Manchester Mill. Board agreed to accept furniture from the college.
- b. Will be at this location in the library for one more year. Jeanne noted that Kristen has been working out of boxes and they are moving more open face shelves.
- c. Had to report to Humanities Council on how much used of the \$25,000 grant and ran by JPL has \$6000 remaining after pay programs in January and February. Inquired about audio visual equipment at new library location (estimated \$5000 - \$7000). They approved. Can use the money to the end of 2025. Have used all NEH grant money.
- d. Johnson Jubilee was successful and estimates between 150 and 200 came through. It was hard to estimate as the crowds moved and it was a busy night.
- e. Kelly motion to accept librarian's report, Stacey second, all board members in favor.

6. Updates on Grants and RFPs

- a. RFP: Moving bid was only submitted on by one company - New England Building Movers. Louis Nop is the owner. Kelly and Jeanne met with them and they did a site visit and Kelly and Jeanne were impressed with their knowledge, experience, and confidence in the move. Kelly stated choice is to either accept the NEBM RFP or put out for bid again as reported from Tom.

Jasmine inquired about why Messier didn't put in bid. Jeanne and Kelly discussed that they met with them again and Kelly spent time talking to Norman's wife. She noted that it sounds like their business is in a state of change as it was discussed that when they worked on the last building located in Johnson, they had a difficult time gathering workers ultimately falling behind on other projects.

When Kelly sent them the RFP, they responded with list of New England Moving companies in case they didn't enter bid. They never entered a bid.

Kelly – inquired of board if in favor of building mover that put in bid, or want to put out for bids again? Board reviewed proposal by New England Building Movers and agreed to make the recommendation to the Selectboard that the town move forward with New England Building Movers.

Jessica asked if one of the representatives from the moving company could be present or on the phone with Selectboard at the time of review on the agenda in case they have questions the movers could better answer. Kelly will work on connecting them.

- b. RFPs: Architectural/Engineering. Received 2 bids – 1) Silver Ridge Design, Inc. Architects. 2) AES Northeast.

Board reviewed the two RFPs and unanimously agreed that would recommend utilizing Silver Ridge to the Selectboard. This decision was made based on experience with local buildings, supporting a smaller local company, and the estimated price of the bid.

7. Report for Town Meeting

- a. Kelly asked for ideas. Last year's report was mostly filled with flood information. She will draft and include information about the successful running of library activities in modified locations. Ideas included October Series of free classes, collaboration with pizza oven board and associated activities, Johnson Jubilee, Summer Reading, Storytime, buildings used by community for activities, collaboration with historical society, etc.
- b. Kelly will draft and send on to the board for review and comment.

8. Design of Building/meeting with architects once chosen.

- a. Board needs to meet and finalize ideas for library proposed design (wants/needs) and board considering methodology to gather public comment on how space might be used and needed. "We're resilient and flexible" mentality and want to include community in some capacity on these discussions. Jeanne will ask other librarians if they asked for community input on builds. Discussed potential to put out a survey type response electronically or in person with drop boxes at various town locations. Front Porch Forum post is being considered after feedback that would include what we know now, how the library is being envisioned, use of space, materials needed in terms of furniture, etc. to consider. More to come after Jeanne seeks information from other librarians.

- b. Library board needs to meet after bids are accepted but before meet with architects to go over ideas of library.
- c. Board discussed that once architects and movers in place need a construction manager. Next RFP for General Manager. Kelly will address with Selectboard on Monday.

9. Unfinished Business - none

10. **Adjourn**, 7:44 pm, Jessica made motion to adjourn, Stacey seconded, all board members in favor.

Next regularly scheduled meeting: Wednesday, January 8th 2025.