

Johnson Public Library Board of Trustees
Meeting Minutes: January 8, 2025

Present: Jeanne Engel, Jessica Bickford (virtual), Stacey Waterman, Kelly Vandorn, Jasmine Yuris, Sabrina Rossi, Peter Hammond

Date of Meeting: January 8, 2025

Location: Temporary Library Space in the Masonic Lodge

Time: 6:00 pm

1. **Call to order:** 6:04 pm
2. **Adjustments or Additions to the Agenda:** None
3. **Review and Approve minutes for the December 11th meeting.** 4b, grammar correction (remove ifs). Jasmine motioned to approve minutes with minor change, Sabrina seconded, all in favor.
4. **Treasurer's Report** – Stacey
 - a. Primary concern for Treasurer's report is the wording for article regarding the reserve fund to be considered at Town Meeting this year. Kelly handed out the suggestions from the Selectboard. Trustees reviewed the proposed wording from Selectboard and Vermont League of Cities & Towns.
 - i. Consideration that money from the library comes from taxes and many non-tax monies including grants, donations, and endowments.
 - ii. After review of wording, agreed on following wording that Peter suggested in person meeting to discuss with Tom instead of email.
 - iii. "Shall the town establish a reserve fund to be called Johnson Public Library Reserve to be used for library expenses to be funded by unspent budget funds or by any appropriation or donation allocated to the library in accordance with 24 VSA 2804?"
 - iv. Peter will try to get in touch with Tom before the meeting to discuss.
 - b. No news on budget.
 - c. Stacey is resigning her position as Treasurer of the library after 12 years of service effective after Town Meeting and before the new officers are elected. She would like to start training someone prior and doesn't want to leave the library board without the training.
 - d. Board discussed which trustee would be interested in the training and Jasmine agreed to step into the role.

5. Librarian's Report – Jeanne

- a. Submitted report to Town Selectboard for Town Report
- b. Working on report to VT Dept Libraries, almost complete.
- c. Programming
 - i. Modern Times Theater at JES upcoming.
 - ii. Ethan Tapper on 1/19/25 at Jenna's Promise at 2 pm. Ethan is a Vermont Forester that has written a book and will present.
 - iii. Puppet workshop coming up.
- d. Pipes in bathroom between Christmas and New Years froze. Manosh thawed out. Masons trying to button up building more with insulation and such. Note that weather is supposed to be warmer in upcoming weeks. Insulated around base of building. Measures taken to prevent further freeze of pipes and water is running.
- e. Kelly move to approve librarian's report, Jasmine seconded, all in favor.

6. Updates on Grants and RFPs

- a. Jeanne, Peter, Tom, and Kelly- met with Vermont Department of Libraries virtually. They checked in on status, gave update to them on RFPs, waiting on contracts. Sabrina asked about feedback. They reported there were not any questions, just updates and encouragement. It was friendly, casual, and they reported they are here to help if needed. Report form will be sent that is required for the library to complete for update.
- b. Contracts are with attorneys for review.
- c. Architects noted would want to meet after holidays. Need to finalize building plans and designs later in this meeting.

7. Upcoming Open Trustee Positions

- a. Jessica is not running for her Trustee position that expires in March, but is willing to participate in an advisory role in the hiring process of a new Library Director based on her hiring experience and background.
- b. Discussion of prior trustee applicants. Jeanne will reach out to those that expressed interest before to see if will run and begin gathering signatures to be on the ballot.
- c. Jessica will post on Front Porch Forum that she is not re-running and the process for a ballot in case others would like to join board.

8. Begin Process for new Library Director Search

- a. Jessica presented Head Librarian Timeline that she put together to search and hire a new librarian.
- b. Kelly suggested delegating team to oversee the efforts. Jessica agreed and explained possibility of a community member or two joining process and her thoughts that whole board more involved once interviewing occurs.

- c. Delegated team to begin library director search: Jasmine and Sabrina with Jessica assisting. Jasmine will check with Tom regarding town processes. Sabrina review job descriptions and advertisement resources.
- d. Stacey will look at funds of current salaries and compensation. Compensation needs to include consideration of size of town, patrons served, education required, current salaries.
- e. Spend this week gathering information and provide information to Kelly who will compile and communicate an update on progress.

9. Library Plan Discussion

- a. Need a committee to meet with architects, Kelly recommended two board members to meet with architects. Kelly noted she is willing to join. Jasmine will also join and Jeanne will come to any meetings.
- b. Put together list of things want included when the plan is drawn up.
 - i. Addition that fits aesthetically with current building. Suggestions included 40 x 40 addition or similar. 30 x 50? The current brick building will be primary focus of front and will discuss with architects based on their experience.
 - ii. Restrooms – interior and exterior
 - iii. Kitchenette, Robert’s coffee bar
 - iv. Small room for telemedicine (glass upper walls).
 - v. Nursing space for breastfeeding.
 - vi. Handicap access, ramping, away from road (side entrance) with alternative stair entrance on front to be considered.
 - vii. Explore ways to reuse ramp. Kelly noted that original library doors are at the Historical Society and worth encompassing into library in some capacity.
 - viii. Jeanne visited Burlington Library and developed ideas for how to better use the spaces and suggested a different view than has been previously considered. She showed pictures from her phone and discussed possibility:
 - 1. Back of the library where the books are. Front of the library where the lounge, fireplace, meeting places are.
 - 2. Children’s room an activity room
 - 3. YA use – little use as a gathering space. Focus mostly on the very young and adult areas.
 - 4. Bench seats, lots of windows.
 - ix. Jasmine suggested we generate a list of furniture and “real estate” that we need to fit into the space: circulation, meeting space, tech spaces, etc. Team will work on.
 - x. Peter noted that he believes the architects and building mover have met and that site surveys have been completed. Architects should be getting closer to develop the location and would make sense to meet soon.

- xi. The committee will meet Monday at 10 am at Jasmine's house to discuss details before meeting with the architects. Jasmine makes point to present ideas to architect and go to them with open minds and their expertise. Board concurred. Kelly will reach out to architects to establish meeting time and date.

10. **Unfinished Business** - None

11. **Adjourn**, 7:52. Sabrina motion to adjourn, Stacey seconded, all board members in favor.

Next regularly scheduled meeting: February 12th, 2025