

Johnson Public Library Board of Trustees  
Meeting Minutes: February 12, 2025

Present: Jeanne Engel (Library Director). Library trustees: Jessica Bickford, Stacey Waterman, Kelly Vandorn, Jasmine Yuris, Sabrina Rossi

Date of Meeting: February 12, 2025

Location: Temporary Library Space in the Masonic Lodge

Time: 6:00 pm

1. **Call to order:** 6:00 pm
2. **Adjustments or Additions to the Agenda:** None.
3. **Review and Approve minutes for the January 8<sup>th</sup> meeting.**
  - a. Jasmine moved to accept meeting minutes with two minor spelling changes, Kelly seconded, all board members in favor.
4. **Treasurer's Report** – Stacey
  - a. Reserve fund article was allowed to go into the town report. Stacey read the wording which will be present in the town report which should be mailed shortly out or is currently in the mail.
  - b. Year to date on current annual budget: Stacey reviewed with Rosemary today. Stacey needs to check in with Jeanne as there may be a few items that need clarification or were mislabeled including:
    - i. Budget for postage almost used up. Jeanne clarified that some of the budget for postage comes out of grant funds and the grant goes directly to the town. She will discuss with Stacey for correct numbers.
    - ii. Miscellaneous revenue items listed in the amounts of \$148 and \$44. Jeanne and Stacey will look into to see what these items are for and if they were mislabeled.
    - iii. Nothing concerning for being more than half way through the fiscal year.
    - iv. Stacey still planning on resigning and is working on getting ready for transfer and brought most records to the library, but is still holding on to one box that would be needed for the audit, but hasn't heard on the audit.
    - v. Stacey and Jasmine working to get together to transfer.
      1. Jeanne inquired regarding process of turning over the checkbook. Need to make a trip over to the bank with Stacey, Jasmine, and Rosemary to redo signature cards.
      2. Stacey will need to address UBS for the endowments and investments.

- vi. Jessica moved to accept treasurer's report, Sabrina seconded, all in favor.

#### 5. Librarian's Report – Jeanne

- a. Due to freezing of pipes, now a new heater in bathroom. Very toasty in the bathroom! The paid bill will come out of the Humanities Grant.
- b. After school programs on Tuesdays. Have been quite busy.
- c. Other areas of discussion under the other agenda items.
- d. Kelly moved to accept librarian's report, Jasmine seconded, all board members in favor.

#### 6. Updates on Grants and RFPs

- a. RFP for "Clerk of the Works" and no bids put in, so extended.
- b. Jeanne talked to Tom and discussed a lot happening on the building including:
  - i. Property transfer happening soon.
  - ii. Tentative move date, April 19<sup>th</sup> 2025 weekend.
  - iii. Johnson Road Crew is working on prep work.
    - 1. Prep work included turning off water ; Demo plumbing, electrical, and duct work; Remove the oil tank and furnace; Remove ramp prior to March 1<sup>st</sup>.
  - iv. Brosseau Fuels has stopped deliveries
  - v. Beginning to look into cement for crawl space/foundation.
  - vi. Consultation from Lou (president of New England building movers) – a lot to be looked at to move building from location to school street. Need actual mover to put eyes on and make sure that everything is considered. If miss something, could cause a major delay.
    - 1. Estimate from Lou was \$90/hour (likely \$2000).
    - 2. Kelly moved to agree to have Lou work at \$90/hour up \$3000 to be consultant for move, Jessica seconded, all board members in favor.
    - 3. Jeanne will let Tom know that the team agrees to have Lou Consultant.
- c. Furniture at the building that needs to be addressed (circulation desk, face out bookshelves, large bookshelf on wheels, large wooden table with JPL chairs)
  - i. Most can come to the current location and can make room, but have a large bookshelf and the circulation desk that they have not made plans for relocating. Brainstorm ideas for places to temporarily relocate furniture until ready for it.
  - ii. Jasmine suggested inquiring of the Woolen Mills.
  - iii. All needs to be moved by March 1<sup>st</sup>.
  - iv. Closed trailer for use of Brian R. moving the face-out bookcases over to this space.
- d. Walk through of library for utility companies, currently scheduled for February 19th to disconnect services and start process of move.

- e. Jeanne suggest functioning Google document for updates on what is going on with building. Sabrina will develop and share with everyone.
- f. Grant – In late January Jeanne emailed the VDOL to ask if the temporary federal grant pause would affect our grant. They got back to Jeanne and said that they had not heard that the pause would impact the grant. They later replied to say that the temporary pause on federal grants had been rescinded. If they hear of any direct impacts to the grant they will communicate it to us. Do not have funds in hand. Have started submitting bills. Noted that Lou had indicated that he would want a deposit.

## **7. Upcoming Open Trustee Positions**

- a. Jasmine – Introduced the idea of thoughts about two temporary additional board members to have increased support through the process of building move. Consideration of preventing burnout, extending capacity, going to selectboard meetings, etc. Recognizes timing isn't great, and Bylaws state that we have 5 trustees with specific process for appointment and election.
- b. Sabrina thought we could encourage people with contributing to brainstorming, capacity, willingness to help in a volunteer capacity instead of actual trustees, more in a volunteer (open meeting) methodology.
- c. Jasmine and board acknowledges that additional thoughts may extend meetings, cause additional difficult conversation that may not be building specific.
- d. Jeanne asked if Jasmine has specific roles in mind? Jasmine noted was thinking of general spread of work, decisions, and timeliness specifically with so many quick decisions needing to be made. Kelly noted that with onboarding of general contractors may alleviate some of those concerns.
- e. Jasmine, Kelly, and Jeanne thought would be beneficial to have a library representative at Selectboard meetings, particularly if library is on the agenda to keep communication open and be aware of happenings with so much going on.
- f. Jessica noted that new positions opening up with her and Stacey leaving the board would encourage more involvement from two new board members.
- g. Discussion that would really need the right person/people with skills and knowledge specific to building and capital improvements. Board discussed could be considered a building committee that included non-voting consulting members for the duration of the building project rather than general additions to the overall board with all other board considerations for the library.
- h. Kelly notes that an onboarded general contractor will also make a difference.
- i. Board concurs that election, orientation of new board members, and general contractor will contribute to fixing concerns. Wait for that to go through and then reevaluate.

## **8. Process for new Library Director Search**

- a. Jeanne has determined for now on pause with all going on.

## **9. Library Plan Discussion**

- a. Jeanne handed out draft blueprints of the library for the board to view.
- b. Jessica asked about budget. Jeanne reported that at every meeting they have asked about budget and so far it was noted that the project would be within budget. Kelly noted there are not any cost estimates, however the cost decreased significantly when determined that could not have the basement.
- c. Jessica – would there be any spaces in the library could leave unfinished and still be open? Tariff concerns and the potential increase to cost were noted.
- d. Kelly – asking about materials and was noted that could be decided on and adjusted as needed by utilizing different materials.
- e. Jeanne noted that original budget was \$650,000 to move the building, but really more \$250,000 so savings money there which will have a huge impact on the construction of the additional space.
- f. Jeanne notes that costs also affect grants and communication to VT Libraries will be important.
- g. Board discussed will need to talk to neighbors regarding what is occurring, including turning off water, etc. Media – single point of contact for media. Story is growing and potential for media impact (national). Needs to be library driven and feel good public interest story. Craft message beforehand from the library. National television, crowd control, consideration of safety will all be important factors to consider as the move comes upon us.
- h. Jeanne presented that the survey was done and they have been submitted to the town.
- i. Working to establish next meeting with the architects.
- j. Jasmine inquired about selection of interior items such as lights, furniture, paint selections etc. Kelly noted a bit premature, but Jasmine indicated wanted to be in a position where we weren't under pressure to make last minute decisions. Jeanne agrees lets ask the question so we understand the process. Will address at next meeting with designers.

## **10. Statute Discussion**

- a. Duncan presented at the Selectboard meeting the Vermont Statues 22VSA 143 re: Library roles.
- b. Kelly and Sabrina work on MOU and bring to the next March meeting. Then present to the selectboard. MOU needs to be updated each year and the library board of trustees need to take initiative to review MOU and make changes annually.
- c. Deed for the library is to the Town of Johnson. Jeanne presented to deed and may need to be included for consideration of MOU and present to Selectboard.

## **11. Unfinished Business**

- a. This is Jessica and Stacey's last meeting.

12. **Adjourn**, Jessica motion to adjourn, Stacey seconded, all in favor.

**Next regularly scheduled meeting: March 12<sup>th</sup>, 2025 6pm.**