

Johnson Public Library Board of Trustees
Meeting Minutes: July 9, 2025

Present: Jeanne Engel (Library Director). Library trustees: Kelly Vandorn, Sabrina Rossi, Eric Schulz, Jasmine Yuris

Community Members: Trista Tallman

Date of Meeting: July 9, 2025

Location: Temporary Library Space in the Masonic Lodge

Time: 6:00 pm

1. **Call to order:** 6:03 pm
2. **Adjustments or Additions to the Agenda:** None
3. **Review and Approve the Minutes from the 6/11/25 meeting:** Kelly moved to approve the minutes as is, Eric will second, all in favor.
4. **Treasurers Report:** Suzanne not present, Jeanne presented.
 - a. End of fiscal year and in new year with new budget. Jeanne feels did well regarding end of year budget. Jeanne talked to Rosemary about carrying over the capital and maintenance fund, but need to check to verify.
 - b. Checked as well with the reserve fund. Money from last year and this year will be going into that as well as donation and grant funds Jeanne was holding. Jeanne estimates about \$25,000.
 - c. Suzanne will be back soon and Jeanne will meet with Rosemary to shore up numbers to present next meeting.
5. **Librarian's Report**
 - a. Summer reading program is going well, number of locations like last year to accommodate programs including United Church, Legion Field, Johnson Elementary, etc. Some programs such as tie-dye have been held out back at the current location. Numbers of kids are good and there will be another 10 programs or so such as puppet shows, puppet making, paper making, and sand painting.
6. **Building update:**
 - a. Kelly listened to selectboard meeting from this week and Tom stated waiting to receive report from surveyor. Once done will put together all bid packages and put out for general contractor. Jasmine asked about why the hang up with surveyor. Kelly noted nothing, he came and did to project and now just waiting on report.
 - b. Kelly noted that they are doing grout work where library is sitting on foundation.

- c. Discussion between committee members regarding funding (how much spent, how going, plan for needing more money). Tom noted we have a contingency plan with committee if things could be paused or cut if run over budget.
- d. Jeanne is meeting with Tom and Rosemary on Friday to do an accounting of what spent, what expect, and what architecture estimates remaining will be. Believed to be close and doing okay.
- e. Jasmine asked if timeline goal is to get out of Masonic Lodge by Christmas/Winter.
 - i. Jeanne noted goal to get out of as soon as possible, but thinking will be farther out than initially anticipated.
 - ii. Jasmine discussed possibility of moving into front before back done.
 - iii. Jeanne discussed that there will be 2 RFPs (front and back). We received \$160,000 for insurance for front repairs and back of building will be grant money. Will depend on contractors and what work to be done first. Hang up is that back of building is where mechanicals will be. May be difficult to heat/cool/work out of front depending on how the utilities go in.
 - iv. Kelly also noted that library check-out and workspace is designed to be in back. Jeanne noted could put up a desk and make it happen if it came to that.
 - v. Eric noted the right contractor might be able to push for the mechanicals for front to be completed including ductwork and such under front to keep warm and work.
 - vi. Discussion that 2 RFPs may mean 2 contracts are offered separately but Jeanne and Kelly didn't know at this time and is still a detail to be worked out. Kelly explained process regarding how bids have been working. Bid comes in, reviewed by library board, suggested to selectboard, then usually the recommendation has been honored.

7. New Vermont Library Laws that took effect on July 1.

- a. Kelly handed out print-outs of the new verbiage in the laws regarding required library policies. Board reviewed the updated laws and compared quickly to internal policies already in existence at the library.
- b. Committee was formed of Sabrina and Jeanne to look at all the policies, update if necessary, distribute via Google document with highlighted changes, and send to board before the next regularly scheduled meeting to review at August meeting.
- c. Identified may need a few new policies. Jasmine noted possibly need a displays policy. Sabrina noted the information may be incorporated into one of the existing documents. Eric asked if there have been displays before. Jeanne noted that there was a Hungarian artist that wanted to display, but felt that it wasn't a good space. Jasmine was thinking about a trifold that she encouraged people to vote historically on heavy hitter bills. Jeanne recalled political parties wanting to use the library and there was some language that was addressed.
- d. Kelly noted page 7 talks about potential hot topics. Jeanne noted that section was specifically under school library so does not apply. However, the issues are charged and we must be wise about how to handle in policies.

- i. Materials Challenge process. Sabrina recapped current process to board from policies. Eric asked if anyone had gone through process and Jeanne noted that no.
- ii. Kelly states Sabrina and Jeanne go through and talk about at August meeting.
- iii. Sabrina noted will compare to VT Dept of Libraries and see what we are missing. If needed, can compare to other libraries as well including their policies as we have historically done.

8. Unfinished Business

- a. Jasmine – Art has finished 1st part/1st draft of documentary of the library move and he wants Jeanne to watch. However, needs to be viewed on Church Street in Burlington at his studio. Jasmine to be present as well and then he will do voice over. Jeanne and Jasmine made tentative plan to go to Burlington to accomplish. Will also need to develop plan forward such as festivals, campaign route, etc. and how to use – raise funds, spread story?
- b. Tree replacement – Kelly asked if Jeanne had talked to town regarding Etta's tree replacement
 - i. Jeanne stated that Etta has come in and talked to librarians about tree. Librarians have not felt comfortable addressing the plan forward because they did not do original agreement, but included that Etta does want a red maple.
 - ii. Eric investigated Tree Farm with no luck and B&B Nursery with better luck. He had estimates of sizes and cost of tree with potential about \$350 – 500 depending on size
 - iii. Kelly felt should address soon and the board agreed.
 - iv. Jasmine recalled that there was a contract written up by Tom she believed, and Etta was going to sign. Thought the project needed to be completed by September. Jasmine will check in with Tom to see what was promised.
 - v. Discussion that tree board may want to plant as Kelly notes they have offered. Brian and Jacob on tree board and she will check. Jasmine noted that if purchasing from B&B they may plant as well. Jasmine check with Tom and will let Kelly know.
 - vi. Board agrees need to find a red maple tree and get planted as soon as possible to do right by Etta. Jasmine will talk to Etta as well.
- c. Tom Foley Updates – no updates. Has not put up door to protect shelving. If there was a blowing/driving snow could get on them and damage. No bill yet. Brian (Kelly's husband) let him know he would need to send an invoice to be properly paid through funds. Kelly and Eric will continue to follow up.
- d. T-shirts are ready. Kelly going to Burlington/Colchester on Friday and can get them. Call in advance to let them know what time coming. Jeanne provided invoice, check, and information on location.
- e. Back up heat in library discussed. Eric talked to Jerry Marshall from Engineering Services who noted that the Heat Pumps ordered are very efficient and have resistance heating as backup. Discussion regarding asking more questions about

reliability and if a need for more backup heating options if can't keep up in cold weather. Questions formed including:

- i. Kelly noted there is a propane heater – would be enough to keep library warm enough as backup, at least pipes from freezing.
- ii. Systems discussion – back up systems would require to take out storage room? What additional options are there?
- iii. Committee will gather additional information from Paul.
- iv. Overall Eric was satisfied with what received, but concerned about cost. Eric and Sabrina discussed their personal experience with heat pumps. Jeanne noted it would be beneficial to get estimates for KW hours with Johnson Village Rates.
- v. Likely too late to back-up and redo plans, however, worth exploring if a change order was needed down the road? Kelly suggested Jeanne ask Tom what he thinks when they meet next. Additionally, Eric will make arrangements to talk to Tom and visit.

9. **Adjourn:** Jasmine moved to adjourn, Kelly seconded, all in favor. 7:08 pm.

Next regularly scheduled meeting – August 13th.