Johnson Public Library Board of Trustees
Meeting Minutes: August 20, 2025

Present: Jeanne Engel (Library Director). Library trustees: Kelly Vandorn, Sabrina Rossi, Eric Schulz, Jasmine Yuris, Suzanne Dodge
Community Members: Jessica Bickford

Date of Meeting: August 20, 2025
Location: Temporary Library Space in the Masonic Lodge
Time: 6:00 pm

1. **Call to order**: 6:06 pm

2. **Adjustments or Additions to the Agenda**: None

3. **Review and Approve minutes** from July 9, 2025 meeting. Minor spelling corrections to names. Jasmine moved to approve with those changes, Kelly Seconded.

4. **Treasurers Report**
    a. Venmo $295 for t-shirts, donation from concept 2, give butter $1325.00. No other updates at this time.

5. **Librarian's Report**
    a. Summer reading program is over, some lackluster activities this year as many programs were scheduled on very hot, hot days and no real place to escape heat despite tents ups. However a few events such as Jenna's Promise, VINS, and Pizza Night for the annual final summer reading program were very successful.
    b. Library building details Jeanne will also discuss and those will come up later.

6. **Library Branding** – Adrienne (offers to be graphic designer for however long library needs/wants).
    a. Presented branding survey and results for what library board responses were.
        i. What are Five Nouns that Come to Mind when think of JPL? Common Themes resulted in: Settle, Speak, and Spark
        ii. Reviewed preference for vibe, textures, and mood that came out of survey and then presented slides.
    b. Contents of slides.
        i. Brand Story: Settle (A Place to Belong), Seek (Pages of Possibilities), Spark (Imaginations Set Free)
        ii. Mood Board: Clean and Cultivated – discussed she had looked through publications such as mid-century modern design – Penguin House and other book series that came out at that time

        iii. Presented logo ideas (JPL), rules, and discussed the idea of a good logo is to "last forever."
    c. Reviewed Brand Elements (Grid lines, textures, colors, typography, rules).
    d. Mockup for outside library (w/ cascading planter steps) – beautiful idea.
    e. Handed out other logos (3 designs) as first looked like "JRL" and after review, board chose the third logo.
    f. Discussed Settle, Seek, Spark (reference to what do out in the world).
        i. Kelly noted that the team found things "at odds" like the old library and new and when talking to architects have design that blends both old and new without contrast of colors. May be challenging to marry all together so doesn't look clunky. Kelly noted front part of library is so beautiful and want to keep, but not be heavy and dark, want the space to be bright.
        ii. Adrienne thinks possible and noted there are examples out there because it has been done before and she will continue to look for ideas. Sabrina noted the big windows help. Discussion on interior design, make the older dark woods blend with the newer woods, and utilizing elements of white that have a slight undertone of a different colors such as blue.
    g. Jeanne asked about where Settle, Seek, Spark would be incorporated. Adrienne said it was just a starting place to think about all together for the branding. Sabrina noted the language Adrienne had crated would be great to incorporate into website and board members and Jeanne agreed.
    h. No decision needs to be made, just have logo now and branding ideas for future. Website meeting next Tuesday. Agreed social media pages can also change to new logo.

7. **Update on Library Progress**
    a. Kelly talked to Tom today 8/20/25. Has been a delay as original plan called for a slab under the addition, but when library ended up slightly higher than original plan, slab was impractical. Committee determined to have a crawl space instead of slab, but presented some engineering issues to link all together. However, project is now back on track. Paul finishing designs, and Tom will put out RFPs by end of week.
    b. 3 phases determined: First will be utilities and foundation. Hoping to pour foundation before freeze so can build during winter. Second will be framing and putting up addition. Third will be renovation of old library as different project because it will be funded by the insurance money and not the grant money. Looking to have first RFP out by 9/1/25 and other phases open around 10/1/25.
    c. Jasmine asked if the phase splits will allow moving into the front of building first? Kelly stated that no, due to design of utilities, it will not work. Need to do all 3 to completion and move forward with move-in at that time.
    d. Eric caught up to Andrew Douglas and believed that old unit boiler could be used as a backup heating option to heat pumps. If that unit will fit, talk to Jerry Marshall about fitting into building. Kelly likes idea of using something we already have. Power coming from pole from closer to elementary school across street instead of requiring

to go under building to utility. Jeanne asked about estimate. Straight forward if fits, can design shelf in crawl space and unit be installed if fit. No concrete answers, just exploring potential ideas.

e. Efficiency Vermont – Jeanne noted she spoke with them and they can come and look at design and give options and what rebates would be available for heat pumps and water heaters to help make decision. Jeanne – going to set up a team meeting and see what all the plans are. Eric notes that website looks extensive on all the things they will provide rebate on. Jeanne stated they gave a grant prior and worth working for them.

8. **Library Policies Update -** Incorporate new VT laws. Sabrina reviewed each of the changes required in the policies to be in accordance with the laws.
    a. Conduct Policy:
        i. Kelly moved to make changes, Suzanne seconded, all in favor.
    b. Confidentiality and Privacy
        i. Jasmine moved to accept, Kelly seconded, all in favor.
    c. Intellection and Materials Selection Policy
        i. Kelly moved, Jasmine second, all in favor.
    d. Sabrina will review other policies for accuracy and consistency and let Kelly know if any changes need to be made.

9. Tree Updates
    a. Jasmine has been working to communicate with parties involved and hasn't heard back from everyone to make decisions. However, talked to Sue and Noel and they recommended tree purchases go through "Branch Out Burlington" as they have a working relationship with them and tree would be less expensive.
    b. Sue offered to be the contact and said they would get Etta's tree ordered and could help plant. Reviewed other trees including Vermont Studio Center, Main Street, and Masons' tree. Jasmine hasn't heard from Studio Center and believed they weren't interested in new trees, the Masons do not want the tree on the corner replaced as it was hitting the building and needed to be trimmed awkward, and there is a tree on main street that needs to be added but the conditions with the sidewalk and hole may not be ideal and should be addressed. Jasmine believed the timeline for Etta's tree is the first week of September, but needs answers for other trees required to replace as would be ideal to do all at once.
    c. Main Street tree:
        i. Discussion on conditions as Kelly not sure can even be put in there due to roots and such still under the area, may need to find a different spot (may require cutting out cement and such). Would depend on size of tree and location of tree.
        ii. Understanding noted that from some tree board members that tree on main street needs to be "Biggest tree that can be planted by hand."

d. VSC trees – need to verify their decision before assuming they would not like addressed.
e. Board agreed that tree board is super willing to help, but all involved parties need to talk and make decisions as would be appropriate to address all at once and stay true to agreement made as part of moving the library.
f. Jasmine will work to make contacts.

10. **Library Director Position**
   a. Jeanne has let Kelly know that she will be retiring in October. Jessica is here to help with search. Board thanks her for joining.
   b. Kelly had a phone call w/Tom and he noted library board in charge of finding library director.
   c. Committee – Kelly, Jessica, Sabrina, and Peter from the selectboard will work on and then present candidates.
   d. Jasmine inquired if with the new move, space, vibe, and culture if the board would consider co-directors and restructuring and not following a pyramid structure. Likes idea of structure of more checks and balances and energies being balanced. Board discussed increase of youth programming, adult programming, marketing, and increased technology at new location which may need more involvement from increased librarianship.
      i. Jessica agreed there is the potential for a ton of work over there for sure, but also have to consider to fill the position and address all the hurdles in the current environment. She notes that an added position requires time, increases taxes, and would need to go to town meeting and noted history of rec position. Adrienne noted there will be a special town meeting and could put together before if feasible. Jasmine expressed that the library is in a position to do it now to plan for future.
      ii. Sabrina reviewed necessary steps for such a move including structure of Bylaws and responsibilities, clarification on Library Director role, and reviewed job descriptions. Expressed could be part of a strategic plan to consider future addition of position. However, Sabrina pointed out importance of demonstrating need and history that job is "undone" in order to justify to community. While a new location may require increased work load and changing roles, would have to establish this before asking community for added position. Jeanne also noted that the current location could not support an additional working librarian. This role would not be feasible until in new building. Board also discussed possibility of hybrid working hours for administration tasks, different working space, and increased hours for library.
      iii. Overall table conversation of new structure or new roles as have immediate need of identifying Jeanne's replacement.
   e. Jessica discussed process of hiring new director, questions to be developed, importance of vetting, energy and fit and vibe for the library. Board agreed we do have a very special place and replacing Jeanne will require diligence.

f. Kelly: Committee meeting soon and will need to post. Kelly asked where we would all post and Jeanne suggested post to list serv, VLA, Newspaper, town website, FPF. Jeanne suggested board also look at budget and start w/ budget (how much can you afford to pay and for how many hours and then work out for rest of year).
g. Jeanne – Change to Job Description as some roles such as facilities a bigger thing than outlined in job description. Additionally possibility of detailed hours worked in library versus home work (Hybrid position). New building does have a librarian's office. Jessica noted that at the new location, board may need to be a model where people are volunteers for a while to make up work if necessary to cover extra load.
h. Committee development:
    i. Jeanne happy to help or stay out of it or happy to help.
    ii. Kelly contacted Peter Hammond, but has not responded back regarding. Kelly being cognizant of open meeting law rules.
    iii. Sabrina and Jeanne will meet to review job description to determine if an accurate reflection of roles.
    iv. Committee will set meeting schedule after end of board meeting.

11. Unfinished business

a. Adrienne – Morrisville Co-op did a round up for library (businesses in area willing to do it?. Board agreed.
b. Adrienne inquired if board had though about the empty lot? Jasmine, thought would be neat to have access to satellite community garden to be used by individuals there. Adrienne suggested "little libraries?"
c. Jeanne and Adrienne had talked about selling merchandise on the website. Jasmine suggested hats, Jasmine and Sabrina suggested tote bags. Adrienne wanted to know if be purchased through website and Jeanne said yes. Adrienne and Suzanne will work on so can go through Venmo that Suzanne runs.

12. **Adjourn** 7:55 pm. Sabrina moved to adjourn, Suzanne seconded, all in favor.

Next regularly scheduled meeting: September 10, 2025 at 6:00 pm.