

Georgia Public Library  
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***Library Trustees***  
*Craig Volatile-Wood, Chair*  
*Deb Mann, Vice Chair*  
*Kollene Caspers, Secretary*  
*Terry Cleveland, Treasurer*  
*Nicole Jamison, Trustee*

**Georgia Public Library Trustee Meeting**  
**Wednesday, May 21, 2025 4:45pm**  
**Location: Georgia Public Library**  
**MINUTES**

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Deb Mann & Craig Volatile-Wood

Staff Present: Bridget Stone, Megan Jamison

Guests Present: Raymond Mann, Lori Hobart, Kellie Bosenberg, Valerie Keller

1. Call to order: 4:44pm
2. Additions, deletions, or changes to the Agenda.
  - B. Stone requested the addition of Library staff member Megan Jamison to speak on her experience at the VLA conference and moved up to Agenda Item #3.Motion to approve addition to Agenda.  
Motion made by T. Cleveland, Seconded by N. Jamison  
Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison
  - N. Jamison requested the addition of Executive Session to discuss Trustee Behavior and Inter-personnel behavior.
  - K. Caspers questioned if the subject matter was allowed reason under 1 VSA §131 governing Executive Sessions.Motion to approve addition to Agenda.  
Motion made by T. Cleveland, Seconded by N. Jamison  
Voting Yea: Chair Volatile-Wood, Vice Chair Mann, T. Cleveland, N. Jamison  
Voting Nay: K. Caspers
3. Megan Jamison, Library staff member, gave an update on their experience attending the May 19<sup>th</sup> Vermont Library Association conference. Experiences included attending sessions on book merchandising and display, DEI in public libraries and the Golden Dome Book presentation; as well as networking with staff from VLA and other staff from libraries across Vermont.
  - M. Jamison also gave an update to the Tween Book Club and *Crafternoons* programming in the library. L. Hobart suggested an updated Saint Albans Messenger article on the popularity of these programs.
4. Approve Minutes from the 4/16/2025 Library Trustee Meeting  
Motion to approve minutes with changes from Retroactive Pay to Bonus Pay language in sections 2 and 5; adding committee member names to section 8; and minor grammatical changes.
  - During minutes review, there was discussion again on whether the Library Director is part of a Trustee committee. K. Caspers explained the regulations Board members adhere to on a Committee, which do not apply to staff. Georgia Selectboard member K. Bosenberg confirmed. Chair Volatile-Wood decided both the Trustees and the Library Director were named to the committees.

Motion to approve minutes with changes above made by K. Caspers, Seconded by Vice Chair Mann

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

5. Treasurer's Report

- (a) Monthly Report- T. Cleveland distributed an April 2025 budget document listing expenses and income to date. 33% of the budget has been spent, with 67% remaining for 2025. Discussion on the allocation of \$350 donation for the summer reading program.
- (b) Staff Bonus revote was made as the vote from the April meeting was not executed properly.

Motion to approve GPL staff bonuses in lieu of retroactive pay in the amount of \$1,583.97.

Motion made by T. Cleveland, Seconded by K. Caspers

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland

N. Jamison recused herself from discussion and vote.

6. Public Comment

- R. Mann stated that he worked in libraries for many years and they used Roberts Rules of Order. Roberts Rules of order are necessary to structure the meetings.
- V. Keller had questions regarding the policies update and if the Act 150 changes will be included in the update. K. Caspers confirmed the Act 150 changes are included. V. Keller pointed out the information on the GPL website is out of date. Policies should include gender neutral language, example using "patron" instead of he/she/their. The American Library Association (ALA) and Vermont Department of Libraries are excellent resources for Trustees and model documents. V. Keller encouraged trainings for Trustees.

7. Library Director's Report

- B. Stone and Megan Jamison attended the 2025 Vermont Library Conference in Killington, Vermont on May 19<sup>th</sup>. The conference was informative and brought ideas to utilize at GPL.
- Another library substitute was hired, who has worked in the library in the past.
- Georgia's Department of Public Works closed holes in the roof and evicted wasps from the library ceiling last week.
- The Building Bright Futures and United Way grant notifications will be announced toward the end of May and June 9<sup>th</sup>.
- A large book purchase occurred this month. There may be an opportunity to partner with local Phoenix Books for future purchases.
- B. Stone made a connection with a pediatric dental hygienist and the WIC liaison for future collaboration.
- Hiring process was discussed, both advertising for open positions and background checks were discussed. There are currently no background checks for library employees, even though staff is working with children and other vulnerable persons. What is the process for advertising open positions available in the library? T. Cleveland and L. Hobart said they will look into this process.

8. Old Business

- (a) GPL Building Revitalization Committee Update- the Committee met with the clerk of works who completed a 2018 review of the GPL. Quotes for services are still being gathered. A bond may be necessary to complete the necessary work.

(b) Draft Policies and Update from Policy Committee

- B. Stone provided a handout listing Act 150 changes necessary.
- K. Caspers distributed a handout with the edits to all sections of the GPL Policies, including the Act 150 changes, changes to Vulnerable Persons policy as well as updating the remaining policies.

- Review and edits will be discussed at a special Policies meeting on June 9, 2025. Trustees will review the changes and bring questions/ edits to the meeting. The timeline for approval and finalization was discussed.
  - (c) Roles and Responsibilities of Trustees, Selectboard/Town and Library Director- Discussion ensued on roles, Department Head as defined by the Selectboard at the 5/20/25 Policies meeting, and introduction of model flow charts. Memo of Understanding was discussed to delineate the responsibilities of the GPL Trustees, Town of Georgia and Library.
  - (d) Appreciation Potluck reflection: Reflections on the event held on April 30, 2025 will be reviewed at the next regular Trustee meeting.
9. New Business
- (a) Facilities Use Policy- Information shared on the 5/20/2025 Selectboard meeting on use of the library community room. The policy includes a refundable \$50 deposit, and no charge for use of the room. Use is limited to library hours, except for AARP during tax times. Discussion was had on non-staff members holding keys to the building and the future use of the room for AARP limited to hours open.
  - (b) Starting a Friends of the Library Group- the Georgia Community was very supportive of forming a Friends of the Library organization to assist in fundraising and advocacy initiatives after federal funding sources were threatened. Several individuals stepped up to form the group. B. Stone and the Trustees agreed to assist in the endeavors when able, given the organization must be formed as a separate entity.
10. Plan Next Meeting:
- Monday, June 9, 2025 at 4:00pm: GPL Special Meeting for Policy Review
  - Wednesday, June 18, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include appreciation potluck reflection; background checks and fair hiring practices; committee updates; and revisiting policies discussion, potential vote.
11. Executive Session:
- Chair Volatile-Wood would entertain a motion to enter into executive session to discuss Inter-Personnel and Trustee Behavior which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

Chair Volatile-Wood would entertain a motion to enter into executive session to discuss the above with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to Move into Executive Session at 7:13pm

K. Caspers again questioned if the subject matter was an allowed reason under 1 VSA §131 governing Executive Sessions and warned if not the Trustees should exit the Executive Session. Motion made by T. Cleveland, Seconded by N. Jamison

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

Motion to invite B. Stone to join the Executive Session

Motion made by T. Cleveland, Seconded by N. Jamison

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

K. Caspers left the meeting at 8:00pm

Motion to exit from Executive Session at 8:10pm

Motion made by N. Jamison, the motion was not Seconded.

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, T. Cleveland, N. Jamison

**Action taken out of Executive Session:**

Motion to approve Joy Worland from the Vermont Department of Libraries to speak on Trustee responsibilities at the July 2025 GPL Trustee meeting.

Motion made by T. Cleveland, Seconded by N. Jamison

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, T. Cleveland, N. Jamison

**12. Adjourn**

Chair Volatile-Wood made a motion to adjourn at 8:15 p.m.

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, T. Cleveland, N. Jamison