

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

Georgia Public Library Trustee Meeting
Wednesday, September 24, 2025 4:45pm
Location: Georgia Public Library
MINUTES

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

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg, Ray Mann

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda
 - K. Caspers will have to step out of the meeting for a few minutes at 5:50pm.
3. Public Comment:
 - R. Mann spoke on the need for the Trustees to recognize the weakness in the Bylaws and adopt a set of rules of order, such as Roberts Rules of Order, that should be specified in the Bylaws and followed in the event the Bylaws do not give direction in particular instances. Not doing so would be a failure to the library and the community that voted the Trustees into office.
4. Minutes:
 - (a) Approve Minutes from the 8/20/2025 Library Trustee Meeting
Motion to approve minutes as written made by T. Cleveland, Seconded by Vice Chair Mann.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
 - (b) Approve Minutes from the 8/26/2025 Library Trustees Special Meeting
Motion to approve minutes with addition of R. Mann to the “guests present” section and changes made to the wording of the disagreement with D. Mann serving as Trustee Chair.
Motion made by D. Mann, Seconded by T. Cleveland.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
5. Treasurer’s Report:
 - (a) Monthly Report- T. Cleveland introduced the August 2025 budget documents listing expenses and income to date. 67% of the budget has been spent, with 33% remaining for 2025.
 - T. Cleveland answered Trustee questions on expenses and line items.
 - Discussion was had on transparency of reporting funds, having a conversation in meetings and on record for larger expenses that are not in the original budget or outside of usual expenses.
 - Discussion on offering services for e-books, such as Hoopla, was revisited and tabled again for the next regular meeting.
 - (b) Grant Update-
 - Expenditures in August were \$4,600 toward the Building Bright Futures Grant. This grant must be completed by December 31, 2025. Baby Yoga will have 8 classes, with 4 baby massage sessions to complete the 12 classes presented in the grant.

- United Way Grant will need to be completed by June 30, 2026. Discussion was had on the background checks that are a condition of the grant.
 - (c) Capital Budget- Discussion was had on a new circulation desk and other furniture for the library. Capital budget funds are available for use in 2026. This was tabled for the Trustee Special meeting for the 2026 budget.
 - (d) Pay rate adjustment for an employee- Tabled for next regular meeting due to lack of specific information for the Trustees to take action.
6. Library Director's Report:
- (a) Conference Update- B. Stone attended the Association for Rural and Small Libraries conference in Albuquerque, NM September 17-20, 2025. The conference was worthwhile, with workshops on Building Bridges, Constructive Dialog in Small Libraries, and Strategic Plans and Creating Useful Strategies. Networking with colleagues in Vermont and across the country was invaluable.
 - (b) Personnel- The Town's online payroll system is not calculating employee sick and vacation time, it was addressed at the Selectboard meeting.
 - (c) Background Checks- In addition to the United Way grant requiring background checks as a condition of the grant funding, a new Background Check policy was approved by the Town of Georgia Selectboard last month which mandated background checks for all employees and volunteers working with vulnerable populations. This policy affects the GPL and any future Recreation programs.
 - B. Stone had questioned who bears the responsibilities executing the background checks, receiving and storing information. The Trustees referred to the language in the Personnel Policy Addendum on Background checks, where library employees would send results to the Town Administrator and library volunteers send results to the Library Director.
 - B. Stone requested background check training or paying a service to take care of background checks.
 - B. Stone will send a letter in for the GPL to be identified as an agency that serves vulnerable populations for fingerprinting purposes.
 - K. Caspers and K. Bosenberg said they would work with the Town Administrator to create background check packets for employees and volunteers to get fingerprinted.
 - (d) Programs-
 - Building Bright Futures Baby Yoga began on Tuesday September 9th from 10:15 to 11:15am and will run every-other-week for 8 weeks. Valerie Keller is running the program. There will also be 4 sessions of baby massage to reach the total of 12 sessions, to fulfill the requirements of the grant. This is limited to 15 participants/baby pairs, and 7 participants came with their babies for the first class.
 - Weaving Program: There will be a free Weaving Program at the library on October 1. This is part of the popular Fiber Arts program at the library.
 - Courier Grant: B. Stone explained the courier grant, which would cover a quarter of the costs of the Interlibrary Loan service, is open to applications and requested Trustee approval.

Motion to approve the Library Director apply for the courier grant made by C. Volatile-Wood, Seconded by T. Cleveland.

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

- Reading Buddies Program: A retired GEMS teacher reached out to the GPL to host a "Reading Buddies" volunteer program on Tuesdays for early learning with

children. B. Stone questioned if the volunteer could start immediately, instead of waiting for background checks. It was suggested that GPL staff could oversee the volunteer as she met individually with children in the main library area.

Motion to allow a new volunteer to start without a background check made by T. Cleveland, Seconded by C. Volatile-Wood.

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

Voting Nay: K. Caspers

- K. Caspers stated it was against the Town of Georgia Personnel Policy Addendum 2, Background Checks Policy for any employee or volunteer to start without a background check.
- N. Jamison recognized allowing a volunteer to work with children before completing a background check was against the Town's Personnel Policy.
- B. Stone will run the new volunteer's name through the Sex Offender Registry as well as a Google search until the background check can be completed.

7. Old Business

(a) Georgia Market Funds- \$3,331 was raised by Georgia Market's Serving Sunday to benefit the Georgia Public Library. Together with other income and donations, there is approximately \$4,500 available for the Trustees to allocate towards library purchases.

- B. Stone stated the library's computers were no longer able to run Windows 11. It would be \$2,800 to purchase two new desktop computers and a laptop. Together with a new hard drive, cables and IT support, approximate cost could run \$3,300.

Motion to approve Georgia Market funds up to \$3,300 for two new desktop computers, one laptop, hard drive, cables and IT support made by C. Volatile-Wood, Seconded by T. Cleveland.

- Policies Update- The updated GPL policies voted on June 18, 2025 are still not posted to the website. K. Caspers will email the documents to B. Stone to upload to the website.

8. New Business

(a) Mission Statement- K. Caspers read the GPL Mission Statement aloud. There was discussion on whether the Mission Statement should be updated. B. Stone requested the Trustees look at other library Mission Statements before this is revisited at the next regular library meeting.

(b) Bylaws and Rules of Order- Revisiting R. Mann's suggestion of adopting rules of order to the GPL Bylaws, discussion was had on adding rules of order to the Bylaws, the verbiage and where it might be added to the Bylaws.

- K. Caspers asked, even if rules of order were adopted into the Bylaws, what would stop a vote from a Trustee majority to suspend the Bylaws before vote again?
- The Trustees agreed to include rules of order in the Bylaw language for use in the absence of direction from the Bylaws.
- K. Caspers will prepare draft language in the Bylaws for Board review and possible vote at the next regular Trustee meeting.

9. Executive Session- not needed.

10. Plan Next Meeting:

- Wednesday, October 1, 2025 Special Meeting for Budget discussion.
- Wednesday, October 15, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include: Hoopla/ other e-book subscription service options, Pay rate adjustment for an employee, Background checks, Mission Statement, Bylaws, and the 2026 budget.

11. Adjourn

N. Jamison made a motion to adjourn at 6:07 p.m.

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