

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

Georgia Public Library Trustee Meeting
Wednesday, June 18, 2025 4:45pm
Location: Georgia Public Library
MINUTES

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

Trustees Present via Phone: Debbie Mann (5:05pm)

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda
 - T. Cleveland requested the addition of discussing cancelling the July Trustee Meeting.
 - K. Caspers requested the addition of discussing the website.
3. Approve Minutes from the 5/26/2025 Library Trustee Meeting
Motion to approve minutes with no changes made by N. Jamison, Seconded by T. Cleveland.
Voting Yea: Chair Volatile-Wood, K. Caspers, T. Cleveland, N. Jamison
Absent: Vice Chair Mann

Approve Minutes from the 6/9/2025 Library Special Policies Meeting
Motion to approve minutes with no changes made by T. Cleveland, Seconded by N. Jamison.
Voting Yea: Chair Volatile-Wood, K. Caspers, T. Cleveland, N. Jamison
Absent: Vice Chair Mann

4. Treasurer's Report
 - (a) Monthly Report- T. Cleveland distributed a May 2025 budget document listing expenses and income to date. 42% of the budget has been spent, with 58% remaining for 2025.
 - Discussion on the allocation of \$13 in interest income, it will be added to the Adult Books line item.
 - K. Caspers questioned the Training expenses for the Vermont Library Conference on May 19, 2025. Milage for both B. Stone and M. Jamison have not been accounted for yet.
5. Library Director's Report
 - (a) Facilities: Many thanks to the Town of Georgia Road Crew for fixing the air conditioning.
 - (b) Library Director B. Stone will be out on vacation 6/22/25-7/10/25. While she is away her office will be painted and a new desk installed. She will be covered with existing staff and substitutes.
 - (c) The annual insurance review of the library went well with many positive reviews of the library's safety. One issue was with the outlets in the kitchen, which are currently utilizing power strips due to lack of electrical outlets. Discussion on fire extinguisher monthly checks and who is in charge of this responsibility.

- (d) Personnel: Due in part to the recent grants that were awarded to GPL, there is money in the budget for additional summer help. B. Stone would like to hire an individual for summer with the potential for fall hours. Tabled this discussion to Agenda item 7(c), Fair Hiring practices.
- (e) The new Town of Georgia Personnel Policy was discussed, then tabled for Agenda item 7(b) Town of Georgia Personnel Policy.
- (f) Summer Reading Program: This summer's theme is "Color Your World". GPL is offering reading prizes and events throughout the summer. So far, the turnout has been great. Kudos to Megan for great programming.

6. Old Business

- (a) GPL Building Revitalization Committee Update- the Committee met with David Marshall, a civil engineer who visited the library and shared some ideas for ADA compliance. He will send in suggestions and pricing for his services.
 - Discussion on the potential for combining the Fairfax Public Library with the Town of Georgia. There would have to be conversations between both towns' Boards of Trustees and Selectboards, as well as community involvement.
- (b) Draft Policies and Update- Action to approve.
Motion to approve Section 1 and Section 4 of the Georgia Public Library Policies as written made by N. Jamison, Seconded by T. Cleveland.
Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison
- (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: The volunteer event was well-received. Feedback included plenty of food but not enough time to catch up and socialize. This event is recommended for future Boards.

7. New Business

- (a) June 5th Special Meeting- K. Caspers reached out to VLCT for guidance on whether this was a properly warned meeting, their response was shared with the Trustees. Because the bereavement leave at issue was not taken, this meeting was deemed a nonissue.
- (b) Town of Georgia Personnel Policy- The Town of Georgia Selectboard passed the new Personnel Policy on 6/9/2025. The policy requests the Georgia Public Library Board of Trustees to agree in writing for the library staff to follow the Personnel Policy and for the Selectboard oversight and handling of matters such as payroll and benefits.
Motion to adopt the Town's Personnel Policy for the GPL and sign a written letter of intent for Selectboard oversight and handling of matters such as payroll and benefits made by T. Cleveland, seconded by N. Jamison.
Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison
- (c) Fair Housing Practices and Background Checks
 - The new United Way grant will fund fingerprinting and background checks for all employees and volunteers.
 - As for hiring practices, both T. Cleveland and D. Mann shared research on the subject. Advertising open positions will cast a wider, more diverse net of applicants to open positions at the library.
 - Current library hiring practices include offering positions to library volunteers or known library patrons.

- This issue will be revisited at the next regular Trustee meeting to gather further information.
 - B. Stone will hire a substitute as a “Student Appointment” for the summer and, potentially, continue into the fall.
- (d) Cancelling July Meeting- Due to B. Stone’s vacation in July as well as other conflicts, the July Trustee meeting will be cancelled.
- (e) Website- Posting Zoom videos of GPL Trustee meetings continue to be a hardship, against compliance with open meeting laws. Given the GPL has a separate website from the Town of Georgia, the meeting minutes and videos should be posted on the GPL website.
- Trustees and Library Director discussed how the videos should be posted on the GPL website and whose responsibility it is to download the videos from Zoom, upload to GPL’s YouTube channel and post to the website.
 - B. Stone will check with the library’s IT contractor and find out how much this will cost the library.
 - Trustees and Library Director discussed the benefits and drawbacks of eliminating the GPL website and opting into the Town of Georgia’s web services. This would eliminate the costs involved with the GPL website and IT, while Library Director would still have the ability to access and manage the Library page on the Town’s website.
 - Library Director was in favor of keeping GPL’s website, though additional research was needed to support the autonomy and to justify the cost of duplication of services.
 - This issue will be revisited at the next regular Trustee meeting to gather further information.

8. Public Comment

9. Executive Session (if needed)

10. Plan Next Meeting:

- Wednesday, July 16, 2025 Meeting cancelled
- Wednesday, August 20, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include background checks and fair hiring practices; website; policies review schedule; grants update and memo of understanding.

11. Adjourn

N. Jamison made a motion to adjourn at 6:31 p.m.

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