

Georgia Public Library
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Library Trustees
Terry Cleveland, Chair
Sara Walker, Vice Chair
Kollene Caspers, Secretary
Bob Giroux, Treasurer
Deb Mann, Trustee at Large

Georgia Public Library Trustee Meeting
Friday, February 21, 2025 3:30pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker & Deb Mann

Staff Present: Bridget Stone

Guests Present: Nicole Jamison

1. Call to order: 3:31pm
2. Additions, Deletions, or changes to the Agenda
 - Discussion on GPL Trustee Meeting recordings on the Town of Georgia website. K. Caspers will follow up with S. Katon and D. Bergstrom in the Town of Georgia offices.
3. Approve the minutes
 - **1/16/2025 Library Trustee Meeting Minutes** Approved with changes to minutes language regarding financial grant tracking and Bylaw review and changes for clarification; and deleted executive session language as the discussion was tabled for the next Trustee meeting. R. Giroux made the motion, S. Walker seconded, all in favor.
4. Treasurer's Report
 - B. Giroux provided "Town of Georgia Vermont General Ledger, detailed transaction report, Period 1 Jan to Period 1 Jan" handouts.
 - Library donations of \$50 and \$500 (VELCO) are not reflected in the report.
 - R. Giroux and T. Cleveland will meet with the Town Treasurer and Town Administrator to discuss tracking library transactions and grants.
 - R. Giroux suggests the Board of Trustees reconsider the GPL budget and line items after the Town's budget has been approved and reallocate funds as necessary for the remainder of 2025.
5. Library Director's Report
 - B. Stone reported two grants for the summer reading program were procured, \$350 from the Vermont Department of Libraries and \$5,000 from Dollar General. Discussion on following the Town of Georgia Grant Policy.
 - The GPL Community Room has been busy with many programs for the patrons to enjoy, including the AARP senior tax outreach, sewing group and chess club.
 - The library will host WIC for their first clinic on Wednesday, March 5. Interested individuals can contact the Vermont Department of Health for more information on WIC Clinics.
 - There was an issue with a book requested out of GPL to another library within the interlibrary loan program. The book was never checked out but was marked up and destroyed at GPL. This was deemed an unacceptable, hate-based damage to library materials. The Library Director is keeping up with the topic and will replace the book.
 - Changing State of Vermont policies on firearms in municipal buildings may affect GPL policies. The policy committee will wait for more information.
 - B. Stone submitted GPL data to be included in the 2024 Vermont Public Libraries Statistics Annual Report. The report is not yet available on the Vermont Agency of Administration, Department of Libraries website.
6. Old Business

- (a) Hazardous Mitigation Policy: The Town of Georgia's "Hazard Communications" policy is still under review.
- (b) Outlets: A second contractor visited the library to upgrade approximately 30 new outlets. There was a question of whether new outlets could be installed above the existing heating system, if the building be "grandfathered" from current regulations. S. Katon will entertain another bid for the electrical work at the library.
- (c) Bylaws Review: K. Caspers presented an updated copy of the Bylaws to correct information that the Secretary must post meeting minutes within 5 calendar days and an update to the new Trustee meeting materials.
 - Motion to approve the changes to the Bylaws. Motion made by R. Giroux and seconded by S. Walker. All in favor.
- (d) Policy Update: K. Caspers and D. Mann explained changes made to sections 3 and 4 in the GPL policies. Sections 2 and 1 will be reviewed in that order. A more in-depth review is planned for the April Trustee meeting, with more information given to the new Trustees. D. Mann requested job descriptions for Library Director, Assistant Librarian and Children's Program Director to update the Personnel Policies section of the GPL policies.
- (a) Employee Review: T. Cleveland performed the Library Director annual review. The SMART performance review model was used for this review. Trustees discussed the need for policies to be in place for future reviews, as there is no guidance in current GLP policies, Bylaws or Town of Georgia policies. The Policies Committee will include drafting the policy for Trustee approval.
- (e) Appreciation potluck: rescheduled to April 9, 2025 at 5pm.

7. New Business

- (a) Library Hours on Snow Days: Discussion commenced over the GPL being closed on days the Georgia Elementary and Middle School is closed. The library should not close automatically if the school closes, rather, weather patterns and the forecast should be examined. The Trustees agreed that an Inclement Weather policy was necessary for future instances. The Policies Committee will include drafting the policy for Trustee approval.
- (b) Retroactive pay for raises. S. Katon confirmed that once the Town of Georgia budget is passed, GPL employee raises will be paid retroactively. If the Town budget fails, the Trustees will meet to make any necessary changes.

8. Executive Session

- T. Cleveland would entertain a motion to enter into Executive Session to discuss a personnel matter which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.
- I move that we enter into Executive Session to discuss such personnel matters with Trustee members and Library Director under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.
- Motion made at 5:20pm by D. Mann, seconded by R. Giroux. All in favor.
- Motion to exit Executive Session at 5:47pm by R. Giroux, K. Caspers seconded. All in favor.
- No action taken outside of Executive Session.
- B. Stone gave a report on her Library Director annual review.

9. Plan Next Meeting:

- Thursday, March 6, 2025 at 4:45pm at the Georgia Public Library. Agenda items will include Nomination and election of Trustee officers; new Trustee policy paperwork; brief overview of policies from the policy committee, and GPL budget.

10. Adjourn

- S. Walker made a motion to adjourn at 5:54 p.m. All in favor.