

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, January 21, 2026 4:45pm
Location: Georgia Public Library
MINUTES

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

Staff Present: Bridget Stone, Mindy Grange

Guests Present: Kellie Bosenberg, Ray Mann

1. Call to order: 4:47pm
2. Additions, deletions, or changes to the Agenda:
 - T. Cleveland requested the addition of discussing the hiring of another 20+ hour/week employee; as well as the addition of discussion on the HUD grant, courier grant and summer reading grant.
 - The Trustees approved the addition of the above agenda items.
3. Public Comment: None.
4. Minutes:
 - (a) Approve Minutes from the 12/17/2025 Library Trustee Meeting
Motion to approve minutes with additions to the minutes after K. Caspers left the meeting as well as changes to the amount of impact fees from \$3,000 to \$4,675 and further explanation to the purchase of chairs. Motion made by T. Cleveland, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
 - (b) Approve Minutes from the 1/9/2026 Library Trustees Special Meeting for Budget.
Motion to approve minutes with changes to verbiage for exit interview request and budget information shared from Section 3. Motion made by C. Volatile-Wood, Seconded by T. Cleveland.
Voting Yea: Chair Jamison, K. Caspers, T. Cleveland, C. Volatile-Wood. Voting Nay: Vice Chair Mann.
5. Treasurer's Report:
 - (a) Monthly Report- T. Cleveland provided the Trustees a report on December 2025 expenses.
 - T. Cleveland answered Trustees questions on expenses.
 - (b) Grant Update-
 - T. Cleveland provided breakdowns of spending for NCSS, Building Bright Futures, United Way, Courier, and National Library of Medicine grants.
 - K. Caspers reported on attending the HUD grant webinar for rural library building improvements. The GPL would be an excellent candidate for grant money. K. Caspers is working with the Town Administrator to request grant application approval from the Selectboard.
 - The courier grant and summer reading grants are smaller grants applied for every year. There was a question if approval was needed from the Selectboard to apply for these grants. According to Town policy, permission should be requested. The

Trustees approved the Library Director request approval for these two grants from the Selectboard.

(c) Budget/Actuals Report for 2025- T. Cleveland provided the Trustees with handouts for 2025, which included total of indirect costs charged to the Building Bright Futures grant and total indirect costs charged to the United Way grant. While the Town Treasurer is still making adjustments for budget expenses, the GPL finished 2025 over budget by \$3,553.90. This is offset by \$3,607.92 in grant reimbursement funds that went back into the Town's general fund.

- T. Cleveland answered Trustee questions on expenses and line items.
- As the grants freed up monies for additional purchases for the library, such as endcaps, chairs, sewing machines and the tree-shaped bookshelf for the children's area, the Trustees discussed the creation of a list of future library purchases that could be agreed upon in the event extra funds are available for use and must be spent quickly.

6. Library Director's Report:

(a) Personnel- Two staff members have left the GPL. While a part-time staff member has picked up additional hours, the library is down 27 hours a week in staff time. The open position has been listed on the Vermont Library Association, without results. B. Stone is requesting permission to advertise the open position on social media, other free sites, such as the website and VLCT; and potentially in Seven Days.

Motion to spend up to \$500 for a Seven Days advertisement, only after ten days of advertising on the other free platforms.

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

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

- The Trustees had a discussion on closing the library for lack of available staff, and what kinds of contingency plans could be put in place to dissuade closures in the future.
- Updating job descriptions for GPL staff should be a priority, especially before a new board assembles in March.
- The GPL is also hiring additional substitutes. Right now there are only two available substitutes.

(b) Facilities- The library has gotten good feedback on the new chairs in the Teen Space and center library. Special thanks go out to Fred Lavallee, Tom Jamison, Debbie Mann, Suzanna Brown, Ben Ebert and other volunteers for their time and attention.

(c) Programs-

- Mindy Grange has seen great turnout for both the Crafternoons and the Tween Book Club. Kudos to Mindy for the programming and snacks!
- The Swanton Girl Scout Troop asked if cookies could be sold outside the GPL. The Trustees discussed the request and will have to review the GPL policies and the Town's Facilities Use policy.
- The Teen Advisory board has met a few times, but more interest and participation is needed going forward. The new Teen Space will be advertised for the public to come and check out and enjoy. This space has new Teen book displays and areas for games and puzzles.

7. Old Business:

(a) Memo of Understanding with the Town of Georgia- Library Trustees and Library Director went through the Draft 2.0 and had two changes, the addition of "Building Maintenance" (4b) and bathroom tissue products (4c) As well as asked about Town

Attorney Review and whether the Trustees should have a separate attorney review prior to signing.

Motion to send the draft with changes to the Selectboard for review.

Motion made by Vice Chair Mann, Seconded by T. Cleveland.

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

(b) Background Checks- AmeriWide Screeners contract services paid and signed. Emails for the background checks was changed to the Library Director in the event Chair Jamison is not voted back onto the Board.

(c) Employee Evaluations-

- At the December meeting, the Trustees agreed to meet in a Special meeting to review and update the GPL job descriptions and agree on an evaluation tool for employee evaluations.
- The January 7, 2026 special meeting for this was not put on the schedule, as it conflicted with the Selectboard's Informational Budget Meeting.
- On December 30th, Chair Jamison met with Library Director Bridget Stone and staff member Mindy Grange for an evaluation, using the 360 model and has written a review. Further information on the evaluation will be covered in Executive Session.

8. New Business:

(a) GPL Staff Job Descriptions – Tabled for next meeting.

9. Executive Session-

Chair Jamison would entertain a motion to enter into executive session to discuss Personnel 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 and Staff Member Mindy Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to Move into Executive Session at 6:53pm

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

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

Motion to invite B. Stone and M. Grange to join the Executive Session

Motion made by T. Cleveland, Seconded by C. Volatile-Wood

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

Motion to exit from Executive Session at 7:17pm

Motion made by T. Cleveland, Seconded by C. Volatile-Wood

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

No action taken following Executive Session.

10. Plan Next Meeting:

- **Wednesday, February 18, 2026 at 4:45pm:** GPL Trustee Regular Meeting. Agenda items to include: Job Descriptions, Employee Evaluation Tool for future evaluations, and any updates to the Memo of Understanding.

11. Adjourn

T. Cleveland made a motion to adjourn at 7:20 p.m.

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