

Georgia Public Library
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www.townofgeorgia.com



Library Trustees
Ben Chiappinelli, Chair
Sarah Savich, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Heather Dunsmore, Member

Georgia Public Library Trustee Special Meeting
Tuesday, March 10, 2026 at 5:00 pm
Georgia Public Library Community Room

MINUTES

Trustees Present: Kollene Caspers, Ben Chiappinelli, Terry Cleveland, Heather Dunsmore and Sarah Savich

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg and Doug Bergstrom

1. Call to Order- 5:04PM
2. Introductions: Library Director Bridget Stone and Trustees Ben Chiapenelli, Terry Cleveand, Sarah Savich, Kollene Caspers and Heathe Dunsmore made introduction and discussed perspectives, experiences and interests in serving the Georgia Public Library on behalf of the Georgia community.
3. Call for nominations for Library Trustee **Chair**
Motion for Ben Chiappenelli for Georgia Public Library Trustee Chair.
Motion made by H. Dunsmore, Seconded by T. Cleveland
Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich
B. Chiappinelli accepts the nomination.
4. Chair Chiappinelli calls for nominations:
 - **Vice Chair-** Motion for Sarah Savich for Vice Chair. T. Cleveland made the motion, seconded by K. Caspers. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. S. Savich accepts the nomination.
 - **Treasurer-** Motion for Terry Cleveland for Treasurer. H. Dunsmore made the motion, seconded by S. Savich. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. T. Cleveland accepts the nomination.
 - **Secretary-** Motion for Kollene Caspers for Secretary. H. Dunsmore made the motion, seconded by T. Cleveland. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. K. Caspers accepts the nomination.
5. No public comments.
6. Additions, deletions, or changes to the agenda
 - K. Caspers requested the addition of executive session to discuss personnel.
 - K. Bosenberg requested Safety Discussion be moved up on the Agenda for Doug Bergstrom, Security System Administrator for the Town of Georgia.
7. Safety Discussion
 - D. Bergstrom explained there are interior and exterior cameras installed in all municipal buildings except for the library, which only has exterior cameras installed at this time.

- There is a lock-down button at the library to lock all exterior doors and panic buttons for library staff, silently alert to a monitoring company in case of emergency. He explained how these security features work.
 - Philo Security Systems made a service call to the library on March 6th to check the lockdown button and replace new batteries in all panic buttons.
 - Philo Security Systems recommends interior cameras in the library for liability issues to the Town. This includes a camera at the entryway for slip and fall incidents, as well as cameras in the main library and community room.
 - There was a discussion on vagrancy and drug use the library has experienced in the past, and recent threats and concerns for staff and patron safety.
 - K. Bosenberg explained the Georgia Selectboard is listening to Philo's recommendations and has been gathering information from other libraries that also have interior cameras for the security of their staff and patrons.
 - B. Stone requested a monitor for the video surveillance in her office and expressed reservations for interior cameras, including confidentiality for patrons; and concerns that interior cameras would not help in immediate situations and could potentially escalate a situation. She asked about other options, such as deescalation training.
 - D. Bergstrom explained the Town's Video Surveillance policy, how the cameras will be accessed and who will have access to the footage. Installing interior cameras in the library is a proactive move by the Town to cover potential liability issues, and all expenses will be covered by the Town or through grants.
8. Review Roles and Responsibilities Chart – The Library Director and Trustees went through the chart.
 9. Handouts for Trustees: Manual for Library Trustees; GPL mission statement, Bylaws and Policies; Town Social Media Policy, Personnel Policy and Conflict of Interest & Ethics Policy.
 - The Trustees will review the GPL Social Media policy and the Town Social Media policy for discussion at the next regular meeting.
 - Town Meeting Day is not a paid holiday for any staff other than the highway department as listed in the Town's Personnel Policy. The Trustees discussed approaching the Selectboard for a policy change to allow staff to participate in Town Meeting Day.
 - K. Caspers informed the Trustees the past board adopted the Town's Personnel Policy to be utilized by library staff. The library also receives payroll, benefits and other Town office assistance.
 10. GPL 2026 Budget
 - The Trustees reviewed the 2026 budget presented in the Town report and discussed the allocation of Impact Fees and grant funds.
 - T. Cleveland presented a draft budget with changes in allocations and line items for potential budget additions.
 - K. Caspers stated the library's operating expenses were already so low it cannot withstand any budget reductions. Reducing the hours the library is open will reduce the salary budget, given the reduction of library staff has impacted library operation hours.
 - Discussion moved to staffing, 2026 budget tabled for discussion at the next meeting.
 11. Staffing Discussion

- The GPL will be closed if understaffed (less than 2 staff members) until the staffing shortage is resolved, as decided by the Board of Trustees at the 2/18/26 meeting.
 - The Trustees discussed options to attain the standard for two staff members during open hours and staying within budget.
 - The issue of utilizing volunteers was discussed, including confidentiality and training.
 - S. Savich said volunteers are very hard to find lately.
 - Currently there are many programs at the library run by volunteers, including Friday's story time. B. Stone said it is best practice to have children's programming completed by library staff.
 - The Trustees tabled the discussion for discussion at the next meeting.
12. Library Policies: *1.2.6 Patron Code of Conduct & 1.9 Policy for Lost or Damaged Materials*
- B. Stone explained recent situations necessitating policy review.
 - The Trustees discussed options on handling a patron exhibiting behaviors of concern to staff. K. Caspers recommended reaching out to Fire Department staff who may be qualified to approach the patron together with library staff.
 - B. Stone explained that over a dozen books were defaced by a young adult patron, who wrote or circled text to the point where the books were no longer able to be recirculated. The patron was informed of their limitations to access library materials and requested the patron pay for the replacement of damaged materials.
 - The Trustees further discussed options for replacing the damaged materials.
 - The Trustees determined it was not necessary to amend either of the policies at the next meeting.
13. Plan Next Meeting: Wednesday, March 18, 2026 at 5pm. All regular meetings will be held on the third Wednesday of the month at 5pm in the GPL community room, unless otherwise warned.
14. Executive Session:
Chair Chiappinelli 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.

Motion to Move into Executive Session at 6:51pm

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

Voting Yea: Chair Chiappinelli, Vice Chair Savich, K. Caspers, T. Cleveland, H. Dunsmore

Motion to exit from Executive Session at 7:45pm

Motion made by Vice Chair Savich, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, Vice Chair Savich, K. Caspers, T. Cleveland, H. Dunsmore

No action taken following Executive Session.

15. Adjourn

Motion to adjourn at 7:45pm

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

Voting Yea: Chair Chiappinelli, Vice Chair Savich, K. Caspers, T. Cleveland, H. Dunsmore