

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
Thursday, January 16, 2025 4:00pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker & Deb Mann
Staff Present: Bridget Stone
Guests Present: Stacy Katon, Georgia Town Administrator

1. Call to order: 4:00pm
2. Additions, Deletions, or changes to the Agenda
 - K. Caspers asked to add Stacy Katon's visit to the top of the meeting.
 - D. Mann asked to move 7(b): Employee Review into Executive Session.
3. S. Katon made the introduction of everyone on the GPL Board of Trustees. She explained archiving of Zoom videos, spoke a little on policies and her duties as new Town administrator.
4. Approve the minutes
 - Discussion among the Trustees regarding how the changes of the minutes should be reflected in the minutes.
 - **12/18/2024 Library Trustee Meeting Minutes** Approved with changes to minutes language regarding leave; the reason for the 12/19/2024 meeting between B. Stone and R. Giroux was changed for clarification; and deleted "draft" language for clarity on the vulnerable persons policy. S. Walker made the motion, T. Cleveland seconded, all in favor.
5. Treasurer's Report
 - B. Giroux provided handouts, including the Financial Report for 1/1/24-12/17/24; the GPL 12/31/24 Financial Report; notes on budget, expense variances and percentage of variance; and the 2025 GPL Proposed Budget.
 - Discussion surrounded the approximate \$4,680 the library did not spend in 2024.
 - It is difficult to account for library grants that span multiple years.
 - Question about the FICA taxes and the Town's accounting for grant income and expenses, T. Cleveland will reach out to the Town, request to meet with S. Katon and Treasurer Lori Hobart.
6. Library Director's Report
 - B. Stone reported the book order from 11/20/2024 finally arrived at the library the week of 1/6/2025 after a nationwide delay.
 - Many thanks to the high school volunteer who completed her community service hours with the GPL. She did a great job and the library is very appreciative.
 - GPL will cancel the Hoopla program on 1/31/2025. The library will advertise the news to the community. This decision was not made lightly, but the costs of Hoopla was balanced against the GPL's draft 2025 budget for books.
 - S. Stone is currently working on the State Data Report that is due 1/27/2025.

- B. Stone will reinstate the monthly staff meeting, potentially the first Friday of every month. The library will be closed during this time for lunch and training.
- Teen book club is going well, Megan has seen a lot of participation in the monthly meetings.
- A new program, “Crafternoons”, will start shortly. This will be a weekly program on Wednesdays at 3:30pm for participants 8 years and older to craft.
- A new carbon monoxide detector was installed in the library after the old unit failed. Many thanks to the road crew for replacing this and a broken door handle.

7. Old Business

- (a) Hazardous Mitigation Policy: The Town of Georgia has a “Hazard Communications” policy that is under review.
- (b) Outlets: A contractor visited the library to upgrade approximately 30 new outlets. Work on this project will begin in a few months.
- (c) ADA Feasibility Study: D. Mann has been working to compile a list of areas in need of examination for ADA compliance, including the building as well as the website.
- (d) Bylaws Review: K. Caspers presented an update to 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. K. Caspers will make this change to the Bylaws and have a copy to the Board for next meeting.

8. New Business

(a) Policy Review/Updating

- K. Caspers provided handouts of information and explained the need for reviewing the GPL policies, which have not been updated since May, 2016.
- In addition to changes to the Town of Georgia policies, State legislation has changed, making updating the policies necessary (See Act 150).
- Discussion was had on the old Vulnerable Persons Policy and the policy that was passed by the Trustees in September, 2023.
- T. Cleveland appointed D. Mann and K. Caspers to a Policy Updating Committee, to work with the library director on a schedule of policy changes.

(b) Employee Review

- (Moved to Executive Session)

(c) New Book Drop: The Trustees authorized B. Stone to order the new outdoor book drop. There was a question on funds available to include the unit and installation. T. Cleveland will ask L. Hobart about Capital fees and Impact fees to cover the cost.

(d) Appreciation Potluck: Rescheduled to March 19, 2025, time TBD. The Board will make more plans for this event at the next meeting.

9. Executive Session

- T. Cleveland performed an Employee Review with the Library Director. There was a question on policies and procedures for the review.
- This discussion was tabled for discussion at the next meeting.

10. Plan Next Meeting:

- February 20, 2025 at 4pm at the Georgia Public Library. Agenda items will include: Bylaws, Employee review (Executive Session), an update from the policies committee, as well as follow-up with action items outlined in these minutes.

11. Adjourn

- R. Giroux made a motion to adjourn at 6:28 p.m. All in favor.