



GEORGIA VERMONT

Georgia Public Library Special Trustee Meeting Wednesday, March 25, 2026 at 5:00 PM Georgia Public Library Community Room Minutes

All Georgia Public Library Trustee Meetings are recorded and can be viewed in full:

<https://www.georgiapubliclibraryvt.org/library-board-of-trustee-meeting-recordings.html>

1. CALL TO ORDER 5:06PM

TRUSTEE BOARD PRESENT

Chair Ben Chiappinelli, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Therese Cleveland, Member at Large Heather Dunsmore

GPL STAFF PRESENT

Bridget Stone, Mindy Grange

PUBLIC PRESENT

Selectboard Chair Kellie Bosenberg, Selectboard Vice Chair Brian Dunsmore, Natasha Halverson (via Zoom), Caroline Bright (via Zoom)

2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- T. Cleveland requested the budget discussion moved to item # 3 and the cleaning discussion be tabled for the next meeting.
- H. Dunsmore said the potential cleaners would like to know if their services will be engaged sooner than later, so requested the discussion not be tabled.
- Chair Chiappinelli said the agenda will stay as written.

3. CLEANING COMPANY

- H. Dunsmore provided handouts with information on area cleaning companies and individuals as well as prices and availability.
- The Trustees and Library Director B. Stone discussed best options for the \$520/month budget for cleaning the library from the Town of Georgia.
- Cleaning products and appliances, such as a new vacuum cleaner, are included in the budget.

- B. Stone asked who will schedule and manage the services with the vendor. As the Board of Trustees is hiring for the library, the Library Director will work directly with the vendor. This change will be added to the MOU.

Motion to enter into a contract with Jolly Bates for cleaning services at \$25 an hour for 2.5 hours per week on Thursday mornings.

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

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

4. HUD GRANT

A. Grant Letter of Support and Approval

- Trustees discussed the HUD grant, application process, and grant management procedures as dictated by the grant and as outlined in Town of Georgia grant policies and procedures.
- C. Bright asked what the legal relationship between the Town and the library, specifically the Selectboard and Board of Trustees and how they function in relation to state statute.
- B. Stone explained the Selectboard and Trustees were peer boards, with agreement by personnel policy for the Town to provide HR and payroll services; and library resources such as plowing, utilities, etc. will be covered by the MOU, outlining the working relationship between the two boards. B. Stone also requested an organizational chart.
- Selectboard Chair K. Bosenberg explained the Town is fiscally responsible for the library, which gets a yearly appropriation. All grants in the Town of Georgia use the Town's UEI and must follow the Grant Policy in place.
- T. Cleveland was concerned who would serve as project manager or clerk of the works for the project if the HUD grant is awarded, given it is a municipal building for the benefit of the library.

Motion for the Trustees to sign the letter authorizing K. Caspers to apply for the HUD grant.

Motion made by T. Cleveland, Seconded by H. Dunsmore

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

5. BUDGET DISCUSSION

A. Budget Documents

- T. Cleveland provided draft budget handouts for the Trustees. Discussion ensued on the line items, level funding, and how to run the library with the Town's appropriation.
- One option will be to close the library ten extra days a year, which will save on hourly staff wages. Most proposed days off coincided with existing holidays and were indicated to be slower times for the library.
- K. Caspers discussed the reduction in the \$20,500 allocated to operating expenses in the draft budget, which includes all programming, materials and books. From 2021-2025 the operating budget has grown minimally while books and materials have gotten more expensive. Yet administrative costs have risen and make up much of the \$181,898 appropriation from the Town.
- There was discussion on the library director's salary, in comparison to average/median pay for library director's salary in the State of Vermont from VLCT. B. Stone said that education level and tenure should be considered, in addition to grants obtained for the library and the salaries of other Town employees.
- The Trustees discussed raises and the hourly staff.

- Questions on the proposed extra days to close the library included if the salaried library director will be using vacation time or reduced salary during the closures. B. Stone said she intended to work during the time the library was closed.
- K. Bosenberg said the proposed vacation days are not in the personnel policy, so this will need to go through the Town.
- Chair Chiappinelli referred to the 3% raises for Town staff in the Town Report, while recognizing the Trustees are responsible for raises for GPL staff. There has been discussion of large raises to the library director's salary over the years but questioned the trend for raises of Town staff.
- N. Halverson spoke on the benefits to the operating expenses and book purchases that were provided by the grants B. Stone brought into the library.
- The Trustees discussed the amount of funds brought in by grants on a yearly basis and what those grants provided to the library.
- B. Dunsmore spoke on the library changing their budget from what is represented in the Town Report. The Memorandum of Understanding between the town and the library will improve the transparency of the library's budget for the taxpayers.
- S. Savich asked if the budgeting structure would change with the Town's move from a calendar year to a fiscal year in 2028.
- T. Cleveland answered Trustee and public questions about the operating expenses in the draft budget.
- B. Stone explained what work she does while at home when the library is closed on Mondays, or takes time off this day when working late during the prior week.
- The new security cameras will come out of the Town's budget, not the library's budget. There was conversation on the camera installation and the renovation project.
- Closing the library for ten additional days per year will not work within the Town's Personnel Policy. A reduction of 2-4 hours consistently during the week was initially suggested, while another suggestion was to close the library when B. Stone was on vacation. B. Stone said the workload would be the same with two less hours a week.
- The Trustees discussed tabling the budget again. B. Stone said she needs to know if she can hire a new employee for 18.5 hours each week.
- K. Caspers said if she were to call Point of Order, the motion would be to approve the budget as written in the Town Report, to spend the amount of Impact Fees on books, spend what we have in grants as outlined by each grant, and the savings on health insurance costs and any United Way grant monies go towards hourly workers.
- T. Cleveland said she would work the numbers for the next Trustee meeting, but estimated it was close enough to give B. Stone permission to hire the new employee.

Motion to give B. Stone permission to hire an 18.5 hour a week employee for \$18 an hour.

Motion made by H. Dunsmore, Seconded by T. Cleveland

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

6. EXECUTIVE SESSION (if needed)

7. ADJOURN

Motion to adjourn at 7:05PM

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

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

**Posted to the Town website and Georgia Public Library.
Signed: Kollene Caspers, Trustee Secretary
Phone: 802-524-4643 | Website: townofgeorgia.com**

APPROVED