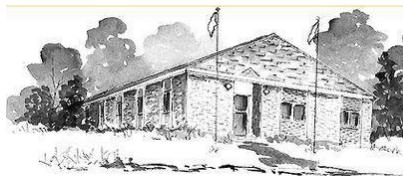


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



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
Wednesday, November 13, 2024 4:00pm
Location: Georgia Public Library
MINUTES

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

1. Call to order: 4:05pm
2. Additions, Deletions, or changes to the Agenda
3. Approve the minutes of the 10/9/24 Library Trustee Meeting
 - Approved with no changes. B. Giroux made the motion; S. Walker seconded, all in favor.
4. Treasurer's Report
 - B. Giroux provided a handout with the 2024 Financial Reports as of 10/31/2024 with a detailed transaction report, grant fund information and general fund information.
 - The library will have 16.7% of the budget to spend between 11/1/2024 through 12/31/2024.
 - D. Mann joined the meeting in progress at 4:12pm.
 - B. Giroux and B. Stone answered questions regarding grant money, budget lines and allocations for books.
 - Trustees discussed 2025 Capital budget and 2025 Operational budget.
 - Motion to approve the draft 2025 Operational Budget to go for review to the Town of Georgia Selectboard. S. Walker made the motion; K Caspers seconded the motion, all in favor.
5. Library Director's Report
 - Programming:
 - Monthly Report- Megan made a "Know-Vember" display in the kids section for juvenile nonfiction books; and created a campaign to spread kindness as patrons created & hid bookmarks in the library books.
 - In honor of Native American Heritage month, on December 4th at 6pm, the library will host a Native American flat beading workshop led by Sarah Savich, a citizen of the Cherokee Nation.
 - Chess Club is thriving, many participants have been attending the club hosted on Tuesdays and Thursdays.
 - AARP will be available for tax outreach services in the GPL community room again in 2025.
 - B. Stone met with T. Cadieux in Public Works to discuss potential capital improvement projects.
 - A few individuals have indicated interest in potential substitute library work.

- A volunteer recognition event was discussed, more information will come in the near future.
- Vulnerable Persons Policy: B. Stone explained the difficulty with Staff staying late if a child(ren) remains without a guardian after the library closed. Discussion ensued on how this should be regulated.

6. Old Business

- Update on recent employee leave.
- Policy Review:
 - In addition to updating the Vulnerable Persons Policy, all policies will be collected by K. Caspers for presentation at the next Trustee meeting in the efforts to determine what policies need to be updated.
 - Discussion around the Town of Georgia personnel policy for the GPL employees.

7. New Business

- Review Capital Budget Meeting:
 - T. Cleveland reported that she, B. Giroux and B. Stone met with the Selectboard on October 21, 2024 to discuss the Capital Budget. Together they identified 3 projects for the best use of these funds. (see handout below)
 - The Selectboard suggested the remaining Capital projects be moved into Operation expenses, and for a potential Bond in the future to pay for library improvements and ADA compliance.

8. Other Business

Plan Next Meeting:

- December 18, 2024 at 4pm at the Georgia Public Library: Policies should be examined and updated and the 2025 Operational Budget meeting with the Selectboard will be reviewed.

9. Executive Session

- Motion to enter into Executive Session at 5:23 p.m. for the purpose of discussing a personnel issue was made by T. Cleveland, seconded by B. Giroux. All in favor.
- Motion to exit from Executive Session at 5:33 p.m. where no action was taken by the Trustees was made by B. Giroux, seconded by T. Cleveland. All in favor.

10. Adjourn

- T. Cleveland made a motion to adjourn at 5:42 p.m. All in favor.

Georgia Public Library

2025 GPL Proposed Capital Budget - 11/15/24

At the Selectboard's request, capital purchases have been divided into two groupings:

Significant Capital Works Projects - Capital works projects that are large scale construction, renovation or maintenance projects with long useful lives and significant costs: and

Insignificant Capital Projects - Small-scale projects that are short-lived, with minimal investment.

	<u>Estimated Cost</u>	
<u>Significant Capital Projects</u>		
Out Door Book Depository	\$6,200	Current box leaks and books are being damaged
Circulation/information Desks	\$8,000	Replace the current space with properly designed space for two people to work
End of Range Displays	\$6,500	Displays mounted to the end of each set of shelving showing the newly added books to the Library's inventory or to provide a reading suggestion list for specific topics
Architectural Design	\$50,000	Substantial redesign of the GPL building envelope and interior space, including ADA accessibility.
<u>Insignificant Capital Projects</u>		
Casters for Current Library Shelving	\$3,000	Allows shelving units to be moved to accommodate special activities, needs or increased meeting space
End of Range PAC Stations	\$1,400	
3-Tier Display Tables	\$1,500	
Teen Workstation -		
Counter Stools	\$500	
Charging Strips	\$100	
Window Treatment (s)	\$4,000	Shades and valances
Painting Interior	\$9,000	2 interior meeting spaces and 2 bathrooms.
Interior/Architectural Design	\$5,000	Redesign of the GPL interior space, including ADA accessibility.